
CONTRACTOR SAFETY PACK

JOHN HOLLAND RAIL PTY LIMITED

COUNTRY REGIONAL NETWORK



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1. Introduction

1.1. Purpose and Application

This Contractor Safety Pack outlines the health and safety requirements including the application of the JHR P/L Global Mandatory Requirements and Prohibited and Restricted items register (see note below) that Contractors shall comply with whilst engaged in work activities managed by John Holland Rail (JHR P/L) Country Regional Network (CRN).

This pack ensures that all Contractors are aware of the JHR P/L expectations for site safety which are outlined in the JHR P/L Work Health and Safety Management Plan (CRN-PLN-OHS-001).

This Pack will form part of the contract. Without limiting the generality of any other provisions of the contract, the contractor must comply with the provisions of the Work Health and Safety Act 2011 and Regulations made under the Act, Codes and Draft Codes of Practices including industry standards which are relevant to any part of the work activities under the contract.

Note: The Global Mandatory Requirements (GMR) underpins the JHR P/L Work Health and Safety Management System and expectations (Attachment 1). The GMR's and have been developed following the analysis of serious and high potential incidents at John Holland. The GMR's provide a minimum standard and clear direction for the management of high risk activities that our workers and those workers we engage may be exposed to on a daily basis.

Many of the GMRs require a higher level of control than is expected by those prescribed in legislation. They have been developed to provide a clear and concise point of reference and apply to all JHR P/L workplaces

It is important to note that the GMR's do not address all risks in our business. You should at all times continue to be alert to other possible risks present in the workplace and manage them accordingly.

The Prohibited and Restricted use Register (Attachment 2) has been developed following serious incidents in the rails industry. The register specifies mandatory requirements that must be adhered to at all time while working for JHR P/L. If there are any concerns in relation to your ability to comply with these requirements you must contact the JHR P/L contract contact worker.

1.2. Policy & Objectives

POLICY



Workplace Health & Safety

Our commitment

John Holland is committed to the health and safety of its people and workplaces.

Our approach

John Holland will strive to operate and continuously improve the health and safety of workplaces so as not to cause injury or illness to our employees, contractors and the communities in which we operate.

Workplace Health & Safety Policy in practice

- Operate in accordance with our values, policies, minimum requirements and procedures and provide the framework for setting, reviewing and improving workplace health and safety objectives and targets
- Comply with Work Health and Safety acts and all other applicable laws, regulations, codes of practice and standards that may impact the workplace
- Consult with our employees and sub-contractors on matters relating to workplace health, safety and welfare
- Ensure health and safety information is disseminated to employees, sub-contractors and visitors in the workplace
- Provide appropriate health and safety training and ensure that all employees, sub-contractors and clients understand our health and safety commitment and the role they play
- Apply an integrated risk management system which ultimately seeks to eliminate and control hazards through the business lifecycle
- Ensure all incidents are reported and fully investigated to identify all causal factors
- Undertake regular audits and inspections of our workplaces to improve, maintain and verify compliance
- Empower employees and sub-contractors to cease work where there is a threat to the safety of themselves or others.

Glenn Palin

Group Managing Director | John Holland Group Pty Ltd

March 2013

We provide engineering and infrastructure solutions with skill and passion that benefit our customers, our people, our communities and our shareholders.



Powered by People

2. Definitions

AMS	Activity Method Statement (i.e. a detailed planning document which breaks down and analyses individual WRA work elements).
EPT	Explosive Power Tools
JHR P/L	John Holland Rail Pty Limited
JSA	Job Safety Analysis (equivalent to TRA/B)
OHLE	Overhead Line Equipment
RCD	Residual Current Device
RTW Coordinator	Return to Work Coordinator
SDS	Safety Data Sheet
SQE	Safety, Quality and Environment
SWMS	Safe Work Method Statement (equivalent to AMS)
TRA/B	Task Risk Assessment Briefing
VRD	Voltage Reduction Device
WH&S	Work Health & Safety

3. Contractor WH&S Deliverables

3.1. Summary of Deliverables Required

The following table is a summary of the health and safety deliverables required as per the standard works contract and this pack.

	Requirement	When required to be conducted
1.	Nominate a worker responsible for WH&S	Prior to site mobilisation
2.	Nominate a qualified RTW Coordinator.	Prior to site mobilisation
3.	Submit site specific Safety Management Plan	Prior to site mobilisation
4.	Provide Safe Work Method Statement or Works Methodology. (AMS or equivalent)	Prior to site mobilisation
5.	Arrange for contractor to complete JHR P/L Induction	Prior to site mobilisation
6.	Inspection & maintenance records for all plant and equipment	Prior to site mobilisation
7.	Completion of Plant Minimum Standards documentation and inspections	Prior to site mobilisation
8.	Completion of JHR P/L Start Card or equivalent	Daily prior to work starting
9.	Completion of Pre-Start Meeting - Task Risk Assessment Briefing (TRA/B) or equivalent for works	Daily prior to work starting
10.	Ensure contractor workers are fit for work	Daily prior to work starting
11.	Report any incident notification or investigations to JHR P/L	Immediately
12.	Contractor to attend all medical appointments and provide related paperwork to JHR P/L such as WC medical certificates and RTW plans.	As required with notification as above

Requirement		When required to be conducted
13.	Notify JHR P/L of any Improvement or Prohibition Notices	Immediately
14.	Notify the relevant authority of notifiable incidents	Immediately in consultation with JHR P/L
15.	Worker certificates of competency to be forwarded to Pegasus for issue of Identification Card	Prior to site mobilisation
16.	Provide copies of Safety Data Sheets (SDS) and ensure all chemicals are included on the JHR P/L Hazardous Substances database	Prior to use
17.	Complete JHR P/L Excavation and Trench Permits or equivalent	Prior to activity commencing
18.	Complete JHR P/L Isolation Permits or equivalent	Prior to activity commencing
19.	Complete JHR P/L Confined Space Permits or equivalent	Prior to activity commencing
20.	Complete JHR P/L Work at Heights Permits or equivalent	Prior to activity commencing
21.	Complete JHR P/L Hot Works Permits or equivalent	Prior to activity commencing
22.	Toolbox Talk Records to be made available	Weekly
23.	Complete Plant daily inspection checklist (prestart inspections)	Daily - Prior to use
24.	Plant & Equipment Register to be maintained and available on site	Weekly
25.	Inspection & maintenance records for all static/mobile plant controlled are available and maintained	Monthly
26.	Inspections of scaffolding, lifting and rigging equipment are conducted and register maintained and available on site	Monthly
27.	Provide Monthly WH&S statistical reports	Monthly
28.	Fall Prevention equipment inspections & tagging conducted and register maintained and available	Bi annually
29.	Electrical tools & RCD inspections & tagging conducted and register maintained and available	Quarterly (Monthly in NSW)

4. Plans and WH&S Resources

4.1. Risk Management (AMS, TRA/B, Start Cards or equivalent)

Risk Management is an important part of the JHR P/L WH&S Management System.

The contractor must consider the following requirements:

- Submit the proposed methodology to JHR P/L prior to commencement, explaining the tasks and activities to be performed, the methodology on how the tasks and activities are to be conducted, identify the hazards associate to the task/activity and propose a method to control the hazards;
- Participate in risk workshops in the development of safe work method statements or Activity Method Statements (AMS) equivalent (e.g. Safe Work Method Statement - SWMS) (this meeting should be documented with minutes taken and actions assigned) as required by the JHR P/L representative;
- Develop or participate in the development of a Task Risk Assessment Briefing/s (TRA/B) or equivalent (Job Safety Analysis - JSA);
- Communicate the TRA/B or equivalent to Contractor workers;

- Review each TRA/B or equivalent risk assessment daily prior to work commencing;
- Changes to the TRA/B or equivalent are considered a hold point and must be communicated to the contractor workers performing the task;
- Complete JHR P/L Start Card or equivalent process. Start cards are situational awareness risk management which are conducted following daily Pre-Start Briefings and TRA/B.

4.2. Incident Management

The Contractor must consider the following requirements:

- Immediately verbally notify JHR P/L when an incident occurs, (including Fatalities, Lost Time Injuries, Medical Treatment Injuries, Category A & B Rail Occurrences, First Aid injuries, Near Misses, property damage and dangerous occurrences) involving the contractors work activity while performing their duties under the contract or to members of the public, other workers on the site, or the JHR P/L workers;
- Complete the Work Health Safety Environment Incident Notification Form (CRN-FRM-WHS-012).
- Participate in JHR P/L incident investigation when required;
- Notify the relevant Regulator (in consultation with JHR P/L) of any notifiable workplace incidents involving serious injury to workers in accordance with the WH&S Act;
- Be responsible for injured workers entitlements, early Intervention & rehabilitation and workers compensation requirements for their workers;
- Report the status of the implementation and outcomes of corrective action undertaken as a result of the investigation;
- Provide to JHR P/L, reports of:
 - all injuries and incidents involving contractor workers and workers of others (including JHR P/L) engaged on work at the site;
 - any injuries and incidents involving members of the public;
 - any damage to the property; and
 - Dangerous occurrences, arising from or associated with the work under the contract.

4.3. Inspection and Audits

JHR P/L will regularly observe, inspect and audit work activities undertaken by the contractors. Contractor management representatives must:

- Attend and conduct weekly Inspections;
- Conduct on site review and audits of their own risk management system

4.4. Worksite Establishment and People Plant Interaction

The contractor shall provide all workers with adequate facilities commensurate with the work activity requirements.

Contractors must consider the following requirements when developing their site establishment:

- A Traffic Management Plan must be in place which seeks to eliminate reversing operations and identifies, eliminates and/or mitigates all traffic, plant and people interface
- Designated pedestrian routes must be physically separated from mobile plant and vehicle movement

- Vehicles and pedestrians must have physically separate site entry points
- Designated pedestrian crossing points that intersect with vehicle routes must be clearly identified and effectively controlled
- Loading/unloading zones must be clearly delineated with controls to prevent unauthorised access
- All overhead services and structures must be identified with control measures implemented to prevent collision by mobile plant and vehicles
- Ensure their work area is clear from hazards daily; the contractor shall not, at any time leave work in an unsafe condition or any condition that might cause damage to existing work, plant or equipment or injury to workers.

4.5. Plant & Equipment Control

The correct selection, operation, maintenance and administration of plant is critical to providing a safe workplace.

Contractors must consider the following requirements:

- Advise JHR P/L when plant is arriving on site;
- Comply with JHR P/L Mobile Plant & Equipment Minimum Requirements (CRN-FRM-WHS-037);
- Verify that all mobile plant and equipment to be used meets the specifications as defined in the JHR P/L Plant & Equipment Pre-start documentation;
- Each item of plant brought onto site must be approved by JHR P/L. Approval shall not relieve the contractor of its sole and absolute responsibility for that plant and to execute the works safely;
- Mobile plant and vehicle operators must be verified as competent and where required, licensed and details recorded into the Pegasus system;
- Effective communications must be maintained between mobile plant and vehicle operators and those controlling ground operations;
- Mobile plant and vehicle operators must complete a pre-start and/or daily checks to confirm the plant is in good working condition;
- All mobile plant and vehicles must be inspected, serviced and maintained in accordance with manufacturer and supplier recommendations;
- Mobile plant and vehicles must not be modified outside of manufacturer's specifications unless that modification is engineered, certified and approved by a competent authorised worker;
- Operators of mobile plant and vehicles that have been subject to modification must receive appropriate information, instruction and training in relation to the modifications;
- Workers must only ride in, or operate mobile plant and vehicles, from dedicated seating positions fitted with seatbelts;
- Troop carriers with side facing bench seat must not be used.

4.6. Materials Control & Hazardous Substances/Dangerous goods

The contractor will ensure that all hazardous substances/dangerous goods received at the workplace are non-hazardous where it is practical to do so and that they are documented on the Contractors hazardous substances register.

Contractors must consider the following requirements:

- Provide JHR P/L with a copy of the current SDS (Safety Data Sheet) for each Hazardous Substance in which is retained on site;
- JHR P/L may reject any SDS which does not provide adequate information to make an assessment of the health or safety risk of the substance in accordance with CRN-MPR-WHS-024;
- Incorporate the use, handling, storage or disposal requirements into the AMS or equivalent for the activity;
- Any substance which is a liquid form must be stored in a bunded area away from drains or water ways;
- Storage of cylinders (e.g. Oxygen, acetylene, nitrate) shall be secured, segregated from each other as per the AS4332-2004;
- All storage trolleys used for oxygen and acetylene must have an appropriate fire extinguisher.
- All gas cylinders must have flash back arrestors. Flash back arrestors are to be used at the regulators and the hand piece;
- Ensure air compressors have a current pressure vessel inspection certificate and all hoses must comply with Australian Standards and contain the correct fittings;
- Safety clips must be installed in air compressors when required by manufactures specifications and hoses must be fitted with a restraining chain or wire rope.

4.7. Fatigue Management & Fitness for Work

Contractors must consider the following requirements:

- All workers are required to present fit for work at all JHR P/L workplaces and sites;
- All workers are required to notify their manager/supervisor where they believe they might not be fit for work;
- Workers presenting for work must not be under the influence or affected by illegal, prescribed, or other drugs;
- Workers presenting for work must have a blood alcohol reading of zero;
- Fatigue risk management plans must be developed for all workplaces;
- There must be a process in place to assess and manage circumstances where a worker presents or is deemed unfit for work;
- Workplaces shall implement a monitoring and testing program for alcohol and drugs

4.8. Service Isolation

The contractor must ensure that processes are in place for the effective isolation of plant and equipment from hazards prior to work being carried out. Contractors when working with energy sources or hazardous materials must consider the following requirements:

- A permit to work must be obtained and applied for the isolation and de-isolation of energy sources. The permit conditions must specify the test requirements for the presence of hazardous materials/stored energy
- Isolation and de-isolation must be planned, with the method for the removal and restoration of stored energy or hazardous materials risk assessed and authorised by a competent worker;
- Physical isolation and de-isolation must be completed by a competent and authorised worker;

- All isolation points must be clearly identified, proven, tagged and controlled to prevent inadvertent energising;
- Prior to breaking containment systems, a test for hazardous material/stored energy must be performed with risk controls in place;
- The isolation of electrical energy must be confirmed by a competent and authorised worker prior to work commencing. The isolation status must be retested after any break or change in conditions;
- Isolation controls and their effectiveness must be subject to ongoing monitoring;
- All guarding and safety systems must be reinstated upon completion of the work prior to de-isolation/ recommissioning.

4.9. Electrical

Contractors must consider the following requirements:

- An Electrical Works Management Plan must be developed prior to any electrical works activities being undertaken;
- A permit to work must be in place for work on electrical systems, installations and equipment;
- Electrical work and supervision of electrical work must only be carried out by competent licenced electrical workers and/or electrical engineers;
- Work on live electrical systems, installations and equipment must not be undertaken, except where deemed necessary by a competent and authorised worker for the purposes of fault finding, testing/commissioning work or where the electrical supply cannot be interrupted;
- Sources of induced current must be identified and assessed with appropriate controls implemented;
- All electrical circuits must be fitted with an appropriate protective device;
- All exposed electrical parts and conductors, including earthing conductors, must be treated as live until proven otherwise;
- All electrical installations and portable electrical equipment must be installed, tested and inspected in accordance with the relevant Australian Standards;
- When working near live Overhead Line Equipment (OHLE) or live electrical parts, regulated safe working distances/exclusion zones must be maintained;
- Electrical supply panels must be fixed and secured to prevent unauthorised access.

4.10. Personal Protective Equipment

At all JHR P/L work sites the following PPE is mandatory;

- High Vis-clothing long sleeve shirts;
- Long pants;
- Hard hats;
- Safety boots;
- Safety glasses;
- Glove & clip;

Contractors must consider the following requirements:

- Provide, at its own cost, all approved protective clothing to ensure proper and adequate protection for its workers (including workers, sub-contractor workers and invitees) and in any event to comply with the requirements of the relevant legislation. No worker shall commence on and no invitee will come onto the site without the relevant clothing and equipment. Where found on the site without these items they shall immediately cease work and or retire to an appropriate site office until they are provided the required clothing and/or equipment.
- Contractor supervisors will need to manage their workers and ensure they comply with the PPE requirements of the site. Task Specific PPE must be worn as specified in the TRA/B or equivalent.

4.11. Confined Space

Contractors must consider the following requirements:

- Ensure that entry into confined spaces shall be in accordance with the Act, AS/NZS 2865-2001 safe working in a confined space;
- Have undertaken an accredited training program, be trained in the use of equipment and material, have a competent observer at all times;
- Complete a TRA/B or equivalent on the activity prior to entry;
- Complete a JHR P/L Confined Space Permit (CRN-FRM-WHS-045) or equivalent with results of Atmospheric monitoring recorded.

4.12. Work at Heights

Contractors are responsible for identifying, assessing and controlling the risks associated with all working at height activities

Contractors must consider the following requirements:

- Prior to working at heights activities commencing, a permit to work must be completed and authorised by a competent Supervisor;
- For all work at height, effective control measures must be implemented to prevent the fall of workers from height, and the risk posed by falling materials;
- The hierarchy of control must be applied when planning work at heights;
- The perimeter of structures, edges, and working platforms must be protected by use of screens, guard rails and /or scaffolding systems to prevent workers or materials falling;
- Protection from falling objects must be provided through primary controls such as edge protection, with exclusion zones and/or overhead protection provided as a secondary means of control;
- Penetrations, shafts and risers must be protected to prevent the fall of workers and materials. Penetration covers must be robust, securely fastened and clearly identified;
- Grid mesh or flooring material must be installed as per design requirements, secured at all stages of installation and regularly inspected;
- Roof mesh must not be used as a primary means of fall protection;
- A harness should only be used as a secondary means of fall protection. Where a harness is used as a primary means of protection this must be approved and controlled by a permit to work;
- Design and installation of anchor points must be approved by a competent worker prior to use, and subject to regular inspection;
- Ladders must only be used as a means of access and/or egress

- Those who plan supervise and carry out work at height must have completed appropriate work at height training.

4.13. Manual Handling

Manual handling can be defined as any task requiring the use of physical exertion by a worker, including lifting, lowering, carrying, pushing, pulling or restraining. When assessing a task for manual handling hazards and risks and developing controls to prevent injury, it is not sufficient to mention generic statements on the TRA/B or equivalent such as 'ensure correct lifting techniques' or 'obtain assistance where appropriate'.

Instructions must be specific as to exactly what materials pose the hazard and exactly what control measures are necessary.

4.14. Hot Works and Fire Extinguishers

Hot work includes any of the following work activities, all forms of welding, oxy acetylene cutting and grinding or cutting using abrasive tools, etc. These activities will require a Hot Works Permit (CRN-FRM-WHS-041) or equivalent to be completed.

Workers undertaking hot work must undertake a TRA/B or equivalent prior to the activity being conducted. The worker conducting hot work may be required to be accompanied by an assistant whose duties will include fire watcher and monitoring of the work area after the work has been completed. All potential sources of fuel shall be removed and all hot work activities shall have a suitable fire extinguisher or facilities located at an accessible location adjacent to the work.

Contractors must ensure that all extinguishers must be inspected, tagged and remain compliant with Australian standard AS1851-2005.

Note: no hot works are permitted to be undertaken during a total fire ban without written approval from the JHR P/L Infrastructure Manager.

4.15. Excavation and Trenching

Contractors must consider the following requirements:

- Prior to excavation and trenching activities commencing, a permit to work must be completed and authorised by a competent Supervisor;
- Underground services must be identified, positively located, marked and isolated prior to breaking ground;
- In ground service locations must be communicated to all relevant stakeholders prior to activities commencing;
- Excavations must be benched, shored or battered to a safe angle of repose or as determined by a competent worker;
- Safe means of access and egress must be maintained for all excavations and trenches;
- Material removed during excavation and trenching must be stored in a location to reduce the potential for collapse;
- Barriers, exclusion zones, lighting and/or signage must be provided to prevent people, plant, objects and equipment falling into excavations and trenches;
- Controls must be in place to prevent the accumulation of fumes and gases in all excavations and trenches;
- Excavations and trenches must be inspected by a competent worker before each working shift and after rainfall, or other events, which could impact ground stability or introduce further hazards.

4.16. Working on or over Water

Contractors must consider the following requirements:

- All workers involved are competent to perform the particular tasks associated with working on or over water;
- Complete a TRA/B or equivalent in consultation with workers prior to any works being conducted. Risks controls shall be developed according to the Hierarchy of Controls to prevent entry to the water;
- A rescue plan must be developed for works that are carried out on or over water.

4.17. Welding

Contractors using welding equipment must consider the following requirements:

- All welding leads must be in good condition and inspected daily.
- The welding machine must be electrically tested every three months as per the welder test sheet;
- The welding machine must be fitted with a Voltage Reduction Device (VRD)
- All authorised welders (workers) must comply with safe work procedures for welding;
- A 9 kg fire extinguisher must be in position close to the work area when welding activities are being undertaken;
- All workers using oxy/acetylene on site must wear a minimum of long sleeved shirt (rolled down) with collar, long pants, welding gloves and welding helmet/goggles;
- Correct eye protection related to welding must be worn at all times;
- Adequate shielding must be in place to prevent exposure to other workers in the area.

4.18. Temporary Works

Contractors must consider the following requirements:

- The planning, installation, alteration and dismantling of temporary works must be risk assessed and conducted by a competent worker with relevant experience and qualifications;
- Temporary works (e.g. formwork, false work, precast, shoring, back propping, temporary structures etc.) must be identified, designed and independently verified by appropriately qualified workers;
- The designer must provide certification of the temporary works design that as a minimum takes into account the intended use, load tolerances, lifting calculations, access/egress, installation, and dismantling;
- The design of temporary works must be verified by an appropriately qualified worker who is independent of the designer;
- Installation of temporary works in accordance with the design must be verified by an appropriately qualified worker prior to initial use and loading;
- No changes to installed temporary works must be made without prior acceptance of the designer, and if considered necessary, further design certification and independent verification of the changes;
- Certification, verification and regular inspection of temporary works must be conducted by competent workers;
- Temporary works must be physically protected and secured where there is a risk of collision, or damage through adverse weather conditions or adjacent work practices.

4.19. Radiation Materials

Prior to any Radiation type material or equipment being introduced to workplace, the contractor must notify the JHR P/L representative **seven days prior** to entry.

4.20. Explosive Powered Tools (EPTs)

Contractors must consider the following requirements:

- Provide JHR P/L representative a current competency certification for the use of the EPT's;
- Use low velocity EPT's;
- Implement appropriate signage, warning other workers of the use of EPT's;
- Personal Protective Equipment must be worn at all times while operating EPT's

4.21. Management of Change

The contractor will ensure that changes do not introduce uncontrolled hazards into the workplace and that requests for changes are assessed for immediate and long term WH&S impact. Changes should only be implemented if hazards are eliminated and/or risks reduced to acceptable levels. A change to a work process or activity which may introduce a hazard to the health and safety of workers must not commence without approval, and/or a reassessment of the hazards and risks associated with the change.

4.22. Consultation

The consultation process relevant to the worksite will be communicated to workers during the site induction.

It is the responsibility of the Contractor to establish consultation mechanisms for their respective workers in accordance with relevant legislation. Contractors may approach JHR P/L HSR's in relation to health and safety matters where they have chosen not to elect their own HSR's.

4.23. Communication

The contractor will maintain lines of communication to ensure that workers are made aware of health and safety issues and of the actions being taken to address them.

- The Contractor shall meet regularly (nominally monthly) with JHR P/L to discuss Health & Safety activities and review incident reports and trends;
- Conduct daily Pre-start meetings and provide a copy of such meetings to JHR P/L;
- Conduct Toolbox meetings and provide a copy of such meetings to JHR P/L;
- Display on notice boards any posters and notices in respect to work safety;
- Ensure HSR's are trained in accordance with the relevant legislation;
- Participate in contractor meetings as required;
- The Contractor shall display on notice boards pamphlets, posters and notices in respect of work safety, as directed by JHR P/L.

4.24. Lifting Operations

Contractors must consider the following requirements:

- Crane commissioning, operation and decommissioning must be planned and managed by a competent worker;
- All lifts must be planned and managed by a competent worker;

- The working load limit of a crane, hoist or device used for lifting or suspending a load must not be exceeded;
- Cranes and lifting appliances must be regularly inspected, certified, tested and maintained, and comply with current Australian Standards;
- Ground conditions must be assessed with appropriate controls implemented to ensure the stability of the lifting device;
- Plant and equipment used for lifting (including excavators, loaders etc.) must be specifically designed and certified for the purpose of lifting;
- Those workers engaged in lifting operations must be verified as competent;
- Daily pre-start inspections and/or function tests must be completed for cranes and lifting appliances. Where defects are identified, equipment must be immediately tagged out of service;
- Workers must never be suspended from or attached to a crane hook unless they are in an a fit for purpose workbox with appropriate controls and permits in place;
- Physical barriers and/or other suitable controls must be used to exclude unauthorised workers from lifting operations. No loads must be lifted or suspended over workers/people;

4.25. Training and Induction

All contractors MUST:

- Participate in the JHR P/L induction prior to mobilising to site ;
- Hold a Construction Industry Safety Induction Card;
- Provide any certificates of competency or licenses prior to commencement;
- Participate in Safety Educational programs as nominated by JHR P/L;
- Obtain a Pegasus Rail Safety Worker Identification Card prior to commencement with John Holland Rail.

4.26. Monthly Statistical Reporting

Each month contractors are required to report on the items which have been completed during the month. The items to be reported are;

- WH&S Communication;
- Hazard Identification;
- Corrective Actions;
- Incidents including near misses;
- Workplace Observations and Inspections;
- Penalties / Infringements;
- WH&S Audits;
- Monthly man hours worked including a register of workers on site each day.

4.27. Sub-Contractor Management

Contractors must consider the following requirements when engaging sub-contractors to undertake work associated with JHR P/L:

- Processes in place to review the sub-contractors SQE process and systems consistent with the JHR P/L requirements and expectations.

1.1. Supporting Documentation

Note: Contractor documentation is acceptable on the basis that it is equivalent to the JHR P/L requirements as identified below:

Document Name		Document Number
1	Activity Method Statement	CRN-FRM-WHS-040
2	Task Risk Assessment Briefing (TRA/B) Worksheet	CRN-FRM-WHS-029
3	Task Risk Assessment Briefing (TRAB) Audit Form	CRN-FRM-WHS-028
4	Work Health Safety Environment Incident Notification Form	CRN-FRM-WHS-012
5	Mobile Plant and Equipment Minimum Requirements	CRN-FRM-WHS-037
6	Plant Pre-Start Commencement Checklists	Plant specific
7	Confined Space Permit	CRN-FRM-WHS-045
8	Working at Height Permit	CRN-FRM-WHS-046
9	Excavation and Trench Permit	CRN-FRM-WHS-047
10	Isolation Permit	CRN-FRM-WHS-025
11	Hot Works Permit	CRN-FRM-WHS-041
12	Toolbox Meeting Record	CRN-FRM-WHS-018
13	Delivery Site Safety Induction Checklist	CRN-FRM-WHS-020
14	Visitor's Site Safety Induction	CRN-FRM-WHS-022
15	Contractor Template for Prestart Briefing and Site Establishment Plan (<i>May be attached to the contractor's SWMS</i>)	CRN-FRM-WHS-091
16	Chemical Approval Application Form	CRN-FRM-WHS-038

Attachment 1 - Global Mandatory Requirements (GMR)

GMR 1. Traffic, Plant and People	
1.1	A Traffic Management Plan must be in place that seeks to eliminate reversing operations and identifies, eliminates and/or mitigates all traffic, plant and people interfaces.
1.2	Designated pedestrian routes must be physically separated from mobile plant and vehicle movement
1.3	Vehicles and pedestrians must have physically separate site entry points
1.4	Designated pedestrian crossing points that intersect with vehicle routes must be clearly identified and effectively controlled
1.5	Loading/unloading zones must be clearly delineated with controls to prevent unauthorised access
1.6	All overhead services and structures must be identified with control measures implemented to prevent collision by mobile plant and vehicles
1.7	Mobile plant and vehicle operators must be verified as competent and where required, licensed
1.8	Effective communications must be maintained between mobile plant and vehicle operators and those controlling ground operations
1.9	Mobile plant and vehicle operators must complete Pre-start and/or daily checks to confirm safe working order
1.10	All mobile plant and vehicles must be inspected, serviced and maintained in accordance with manufacturer and supplier recommendations
1.11	A Plant Hazard Assessment must be completed by a competent authorised worker for mobile plant
1.12	Mobile plant and vehicles must not be modified outside of manufacturer's specifications unless that modification is engineered, certified and approved by a competent authorised worker
1.13	Operators of mobile plant and vehicles that have been subject to modification must receive appropriate information, instruction and training in relation to the modifications
1.14	Workers must only ride in, or operate mobile plant and vehicles, from dedicated seating positions fitted with seatbelts
1.15	Troop carriers with side facing bench seat must not be used
GMR 2. Excavation and Trenching	
2.1	Prior to excavation and trenching activities commencing, a permit to work must be completed and authorised by a competent worker
2.2	Underground services must be identified, positively located, marked and isolated prior to breaking ground
2.3	In ground service locations must be communicated to all relevant stakeholders prior to activities commencing
2.4	Excavations must be benched, shored or battered to a safe angle of repose or as determined by a competent worker.
2.5	Safe means of access and egress must be maintained for all excavations and trenches
2.6	Material removed during excavation and trenching must be stored in a location to reduce the potential for collapse
2.7	Barriers, exclusion zones, lighting and/or signage must be provided to prevent people, plant, objects and equipment falling into excavations and trenches
2.8	Controls must be in place to prevent the accumulation of fumes and gases in all excavations and trenches
2.9	Excavations and trenches must be inspected by a competent authorised worker before each working shift and after rainfall, or other events, which could impact ground stability or introduce further hazards

GMR 3. Lifting Operations	
3.1	Crane commissioning, operation and decommissioning must be planned and managed by a competent worker
3.2	All lifts must be planned and managed by a competent worker in accordance with the JHG Lift Planning Matrix
3.3	The working load limit of a crane, hoist or device used for lifting or suspending a load must not be exceeded
3.4	Cranes and lifting appliances must be regularly inspected, certified, tested and maintained, and comply with current Australian Standards
3.5	Ground conditions must be assessed with appropriate controls implemented to ensure the stability of the lifting device
3.6	Plant and equipment used for lifting (including excavators, loaders etc.) must be specifically designed and certified for the purpose of lifting
3.7	Those workers engaged in lifting operations must be verified as competent
3.8	Daily pre-start inspections and/or function tests must be completed for cranes and lifting appliances. Where defects are identified, equipment must be immediately tagged out of service
3.9	Workers must never be suspended from or attached to a crane hook unless they are in an a fit for purpose workbox with appropriate controls and permits in place
3.10	Physical barriers and/or other suitable controls must be used to exclude unauthorised workers from lifting operations. No loads must be lifted or suspended over people

GMR 4. Electrical Safety	
4.1	Electrical Works Management Plan must be developed prior to any electrical works
4.2	A permit to work must be in place for work on electrical systems, installations and equipment
4.3	Electrical work and supervision of electrical work must only be carried out by competent licenced electrical workers and/or electrical engineers
4.4	Work on live electrical systems, installations and equipment must not be undertaken, except where deemed necessary by a competent and authorised worker for the purposes of fault finding, testing/commissioning work or where the electrical supply cannot be interrupted
4.5	Sources of induced current must be identified and assessed with appropriate controls implemented
4.6	All electrical circuits must be fitted with an appropriate protective device
4.7	All exposed electrical parts and conductors, including earthing conductors, must be treated as live until proven otherwise
4.8	All electrical installations and portable electrical equipment must be installed, tested and inspected in accordance with the relevant Australian Standards
4.9	When working near live Overhead Line Equipment (OHLE) or live electrical parts, regulated safe working distances/exclusion zones must be maintained
4.10	Electrical supply panels must be fixed and secured to prevent unauthorised access

GMR 5. Working at Height	
5.1	For all work at height, effective control measures must be implemented to prevent the fall of workers from any height, and the risk posed by falling materials
5.2	The hierarchy of control must be applied when planning all work at heights.
5.3	The perimeter of structures, edges, and working platforms must be protected by use of screens, guard rails and /or scaffolding systems to prevent workers or materials falling
5.4	Protection from falling objects must be provided through primary controls such as edge protection, with exclusion zones and / or overhead protection provided as a secondary means of control
5.5	Penetrations, shafts and risers must be protected to prevent the fall of people and materials. Penetration covers must be robust, securely fastened and clearly identified
5.6	Grid mesh or flooring material must be installed as per design requirements, secured at all stages of installation and regularly inspected
5.7	Roof mesh must not be used as a primary means of fall protection

5.8	A harness should only be used as a secondary means of fall protection. Where a harness is used as a primary means of protection this must be approved by the Business Unit General Manager and controlled by a permit to work
5.9	Design and installation of anchor points must be approved by a competent worker prior to use, and subject to regular inspection
5.10	Ladders must only be used as a means of access and/or egress
5.11	Those who plan, supervise and carry out work at height must have completed appropriate work at height training








GMR 6. Fitness for Work	
6.1	All workers are required to present fit for work at all John Holland workplaces
6.2	All workers are required to notify their manager / supervisor where they believe they might not be fit for work
6.3	Workers presenting for work must not be under the influence or affected by illegal, prescribed, or over the counter medication and other drugs
6.4	Workers presenting for work must have a blood alcohol reading of zero
6.5	Fatigue risk management plans must be developed for all workplaces
6.6	There must be a process in place to assess and manage circumstances where a worker presents or is deemed unfit for work
6.7	Workplaces must implement a monitoring and testing program for alcohol and drugs

GMR 7. Temporary Works	
7.1	Temporary works planning, installation, alteration and dismantling must be risk assessed and conducted by competent worker with relevant experience and qualifications.
7.2	Temporary works (e.g. formwork, false work, precast, shoring, back propping, work platforms, temporary structures etc.) must be identified, designed and independently verified by appropriately qualified workers
7.3	The Designer must provide certification of the temporary works design that as a minimum takes into account the intended use, load tolerances, lifting calculations, access/egress, installation and dismantling
7.4	The design of temporary works must be verified by an appropriately qualified worker who is independent of the designer
7.5	Installation of temporary works in accordance with design must be verified by an appropriately qualified worker prior to initial use and loading
7.6	No changes to installed temporary works must be made without prior acceptance of the designer, and if considered necessary, further design certification and independent verification of the changes
7.7	Certification, verification and regular inspection of temporary works must be conducted by competent workers
7.8	Temporary works must be physically protected and secured where there is a risk of collision or damage through adverse weather conditions or adjacent work practices







GMR 8. Isolation	
8.1	A permit to work must be obtained and in place for the isolation and de-isolation of energy sources. The permit conditions must specify the test requirements for the presence of hazardous materials/stored energy
8.2	Isolation and de-isolation must be planned, with the method for the removal and restoration of stored energy or hazardous materials risk assessed and authorised by a competent worker
8.3	Physical isolation and de-isolation must be completed by a competent and authorised worker
8.4	All isolation points must be clearly identified, proven, tagged and controlled to prevent inadvertent energising
8.5	Prior to breaking containment systems, a test for hazardous material/stored energy must be performed with risk controls in place
8.6	The isolation of electrical energy must be confirmed by a competent and authorised worker prior to work commencing. The isolation status must be retested after any break or change in conditions
8.7	Isolation controls and their effectiveness must be subject to ongoing monitoring
8.8	All guarding and safety systems must be reinstated upon completion of work prior to de-isolation









Attachment 2 - The Prohibited and Restricted use Register






The purpose of the Prohibited and Restricted Use in Rail Work Register is to provide a current reference as to what plant, equipment and processes have been recognised within the business operations as presenting an unacceptable hazard to John Holland and sub-contract workers conducting rail work and therefore will be prohibited or restricted for use on any John Holland Rail P/L sites.

Reference Image	Equipment/Activity Description and Location Status	Alternative Tooling or Method
	9" Angle Grinders capable of being fitted with a 9" cutting or grinding disk Prohibited	Use only grinders that have guarding fitted that prevent 9" discs being fitted.
	Use of any powered tool, device or item of plant with defective, absent, removed or illegitimately modified safety features'	All powered tools, devices or items of plant must not be used if guards, screens, interlocks or any other safety feature has been removed, tampered with or over-ridden.
	Angle Grinders without fail safe / dead man switches or having the secondary handle removed. Prohibited	Use grinders that are fitted with fail safe / dead man switching that cannot be locked on and that have the secondary safety handle fitted.
	Angle grinders used to cut Prohibited (grinding is allowable)	Shall only be used for cutting tasks by workers verified as being competent to do so within the last 2 years.
	Cutting of Rail without clamping mounting Arm to Rail Prohibited	All rail cutting shall be carried out with a rated disk and clamped to the head of the rail
	Individual Plastic Funnels Prohibited	A metal funnel shall be used, unless the plastic pourer or spout is integrated with the plastic fuel can.
	Grinding disk without reinforcing Prohibited	Grinding disks shall have reinforcing that complies with AS 1788:1:1988 and AS 1788:2:1988

Reference Image	Equipment/Activity Description and Location Status	Alternative Tooling or Method
	<p>Non-retractable blades Prohibited</p>	<p>Only hook knives, scissors or retractable blades to be used onsite. Suitable gloves (cut resistance level 3, 4 or 5) must be worn for this task</p>
	<p>Non-compliant friction drive Hi-Rail Machines Prohibited</p>	<p>Use of Hi-rail machines which are friction driven shall not be used unless full compliance with JHR P/L Minimum Standards and verification from the Plant Team</p>
	<p>Non-compliant or inappropriate EWP Control panels Prohibited</p>	<p>All EWP Control panels shall be guarded to prevent inadvertent operation by loose loops of hoses, cables or wires and be compliant with AS1418.10 Section 2.6.4</p>
	<p>Hazardous Substances and Dangerous Goods not risk assessed for site use Prohibited</p>	<p>All Hazardous substances and Dangerous Goods brought to site shall be risk assessed and a register maintained.</p>
	<p>Quad Bikes Prohibited</p>	<p>Quad bikes are not to be used.</p>
	<p>Firearms Prohibited</p>	<p>Firearms at site are prohibited.</p>
	<p>Unguarded Clipping/Pinning Machines Prohibited</p>	<p>All clipping and pinning machines shall be guarded around clipping head and require double handed operation interlocks.</p>
	<p>Trolleys without Fail-Safe brakes Prohibited</p>	<p>All trolleys shall have fail-safe brakes fitted that activate when disconnected from motive power unit or are parked up on track (including manually propelled units). Interim controls must rely on operator making a positive action to cause or allow trolley to move.</p>

Reference Image	Equipment/Activity Description and Location Status	Alternative Tooling or Method
	Soft Slings connected to Rhino Hook Prohibited	All connections to Rhino hooks shall have an Intermediate connection of a shackle or bull ring.
	Fuel Cans Restricted	All fuel cans to have content clearly identified, transported and handled
	Excavator Quick Hitch devices without secondary safety devices Prohibited	All Excavator quick hitch devices to have secondary safety devices fitted and in working order. Note, some clients require fully automatic secondary safety pins.
	Use of Non-compliant Grid Mesh Prohibited	All Grid Mesh use shall be compliant
	Use of Troop Carrier type Vehicles Prohibited	“Troop Carrier” type vehicles with side-facing seats are banned from all JHR P/L operations
	Welders without voltage reduction devices Prohibited	All welding equipment shall be fitted with a VRD device
	Fireworks Prohibited	Fireworks at site are prohibited.
	Explosive Devices Restricted	Only approved Railway Track Signals (Detonators) and Thermit Igniters in approved storage containers are permitted onsite. Authorised Workers with Explosives with approval
	Alcohol / Illegal Drugs Prohibited	All workers shall comply with the requirements of the Alcohol and other Drug Policy.

Reference Image	Equipment/Activity Description and Location Status	Alternative Tooling or Method
	Pornographic material Prohibited	All Workers are to comply with the respective intent and requirements of the Workplace Behaviour Policy
	Generators not fitted with a RCD unit Prohibited	All Generators shall be fitted with a 30 mA RCD unit.
	Oxy / Acetylene / LPG systems not fitted with Flash back Arrestors Prohibited	All Oxy / Acetylene / LPG systems shall be fitted with flash back arrestors fitted at both ends.
	Lifting Equipment fitted with hooks that do not have safety catches Prohibited	All lifting equipment fitted with hooks shall have safety catches fitted
	Earthmoving open cabin machinery Restricted	If no other type of machinery is available then a risk assessment, competency, and authorisation for use of the alternate machine is to be obtained prior to being used and approved by Project Manager
	Semi-trailer tippers Restricted	Use of truck and dog, side tipper or ejector preferred. All other equipment to complete risk assessment of tipping area prior to discharge to mitigate risk of tip-over.
	Double action hooks and karabiners Prohibited	Lanyard harness connection points shall have triple action Karabiners fitted
	Use of Lever Action Load Binder Prohibited	Ratchet Type Turnbuckle Binder to be used.

Reference Image	Equipment/Activity Description and Location Status	Alternative Tooling or Method
	Possession and use of Laser (light) Pointers Restricted	Only 'legal' laser pointers shall be brought to site.
	Use of Strobe or LED Beacons Restricted	All vehicles shall be fitted with rotating filament globe or LED beacons that flash outside the range of 5-30 flashes per minute.
	Metal Reinforced Ladders within Electrified areas Prohibited	Fibreglass/Wooden Ladders must be used
	Domestic (non-industry rated) Ladders or Steps Prohibited	All ladders shall be 160 kg (extra heavy duty) rated as per AS1892
	Domestic Power boards and leads Prohibited	Switchboards and leads must be compliant with the requirements AS3012