



LLE503B1 CONTRACTORS MINIMUM HEALTH, SAFETY, ENVIRONMENTAL REQUIREMENTS





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1. Introduction

This information pack has been prepared in a summarised format to outline the requirements of Subcontractors, Suppliers and Service Providers working on The **Northern Connector** with respect to Environment, Health, and Safety obligations. This document serves as a general summary of these requirements without limiting the legal obligations of Subcontractors, Service Providers and Suppliers.

The Work health and Safety Management Plan is the overarching document of the Projects safety documentation framework with LLE503B1 minimum requirements being a component of a wider collection of Lendlease/project system document. The Subcontractors, Suppliers and Service Providers working on the **Northern Connector Project** will be required to have knowledge of other relevant documents. Lendlease's Management System documentation/procedure and forms can be found on SharePoint.

The following annexures are substantial and must be considered and responded to by Subcontractors, Service Providers and Suppliers.

- **Annexure 1** – Health and Safety documentation requirements to be completed and returned within the listed timeframes post Contract award. Incomplete, unreturned or missing documents may render the Subcontractor/Service Provider or Supplier as non conforming. All documents are to be issued to the Lendlease representative that is responsible for the subcontractor/service provider or supplier engagement.
- **Annexure 2** – Minimum Plant Requirements. Matrix of Plant classes and specific project requirements
- **Annexure 3** – Competency Matrix for operators of plant or equipment

All applicable Lendlease Global Minimum Requirements (GMR's) project system documents, local, national and international environment, health and safety legislation or recognised codes, standards and other external requirements must be complied with at all times. Where there is a difference between Northern Connector Project requirements and those required by legislation recognised codes, standards and other external requirements the higher standard must be applied.

Lendlease applies a best practise approach to hazard mitigation at all times. There are a number of minimum and mandatory control strategies that are applicable to the project and **MUST** be incorporated in all tender offers. It is placed upon the tenderer to ensure they have an understanding of these mandatory requirements through scope investigation and Confirmation if required from Project engineering personnel.

Any failure to allow for these minimum and mandatory requirements in final tendered packages does not absolve the Subcontractor or Service Provider of the necessity to institute these controls, but may preclude claim for any costs incurred for their implementation.

2. Project Specific Requirements

2.1. Induction

Before commencing work on the project all Subcontractors/Service Providers/Suppliers shall ensure and provide evidence that all workers under their management and control;

- Have successfully completed Industry Construction Induction training (White card or equivalent)
Note – online industry inductions cards are not acceptable on the project.
- Have received induction into their organization's (companies) Safety Management System – if applicable
- Have been inducted into Safe Work Method Statements (SWMS) specific to the task/activity

Subcontractors/Service Providers/Suppliers must give a minimum 48 hours' notice (weekdays only) of the intention to attend the project induction by completing and returning by email to: Andrew.White@lendlease.com LLE1002A Workplace Induction Record together with copies of all relevant tickets/licences (front and back): Must include current colour picture of the operative to be inducted, Industry Induction Card, proof of ID i.e. driving licence or passport etc. for each person attending the Site specific Induction. Competencies as per Competence and Training section below must be submitted together with the LLE1002A. - **Note**, induction are held Monday to Friday (no induction on RDO's) and will commence at 7.00am (late arrivals will not be permitted entry)

2.2. Visitors

All visitors entering the project site or office must be given adequate safety instructions (e.g. visitor induction including emergency procedures must be completed, visitor's induction must be delivered by a Lendlease

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supervisor) LLE1002G Visitor Induction Checklist must be completed. Visitors that are required to enter the construction area must be escorted at all times by a person who has completed the Project induction.

Visitors are not permitted to drive or operate plant on site.

Persons under the age of 16 are not permitted to enter site at any time.

Delivery drivers will be required to undertake a delivery driver's induction.

2.3. Competence and Training

Subcontractors/Service Providers/Suppliers/Suppliers must ensure that all workers under their management and control;

- Are competent persons, and hold the relevant experience and qualifications to perform their designated tasks;
- Have been provided with the necessary information, instruction and training to enable them to safely undertake their work activities.

Supervisors charged with managing works shall be able to demonstrate training and competence in Workplace Health and Safety as a minimum before commencing as a Supervisor on the project. Supervisors nominated by Subcontractors/Service Providers/Suppliers may be required to be interviewed by LLE Project Management representatives prior to appointment, and shall complete form LLE1002F Approval to Supervise.

Subcontractors/Service Providers/Suppliers/Suppliers must also consult with the Project prior to the removal/transfer of approved supervisors.

It is also a requirement that where High Risk Work is being undertaken by the Subcontractor/Service Provider/Supplier, a ratio of one Supervisor to eight workers must be maintained.

Subcontractors/Service Providers/Suppliers shall furthermore ensure that all operators of powered mobile plant are competent in the operation of the specific plant type and evidence;

- Where required by legislation hold the relevant Licence to Perform High Risk Work **OR**
- Have undergone training in the operation of the item of plant and hold a Statement of Attainment from a Registered Training Organisation where there is not a Licence to Perform High Risk Work, **AND**;
- Must have undergone training in the operation of the item of plant and hold a Certificate Verification of Competence (VOC) from a Registered Training Organisation
- Have been assessed by a competent LLE Project Supervisor and issued with an 'Approval to Operate Plant on the project.

Where the operation of powered mobile plant is deemed by the Project to be high risk, and the operation is not covered under the National Licencing Scheme, the Project reserves the right to implement its own certification/operator competency requirements.

Subsequently, the operation of the stated plant types requires the following minimum competency requirements;

- Telehandler (irrespective of rated capacity) – Licence to Perform High Risk Work – Class CN 'Non Slewing Mobile Crane' as a minimum
- Operation of Excavators and Backhoe's used to perform freely suspended lifts –
 - National Unit of Competency RIIMPO320D – Conduct civil construction excavator operations if directly slung from rated lifting point on quickhitch, or
 - National Unit of Competency RIIMPO319D – Conduct backhoe/loader operations if directly slung from rated lifting point on quickhitch, unless
 - The use of the Earthmoving Equipment to lift freely suspended loads is a secondary function (i.e. moving pipes, unloading construction materials or lifting or placing small structural elements such as culverts generally weighing less than 500kg and do not require precise placement. As per AS1418.8-2008: Cranes, Hoists and Winches Part 8: Special purpose appliances
- Vehicle Mounted Crane (irrespective of rated capacity) - Licence to Perform High Risk Work – Class DG 'Dogging' and Class CV 'Vehicle Loading Crane'
- Elevated Work Platform (Boom Lift type irrespective of rated capacity or reach i.e. 11m and above or below a high risk licence is required) – Licence to Perform High Risk Work – Class WP 'Work Platform'. If a person is to travel within aboom type EWP, and is accompanied by a suitably licenced operator, they must have attained training in Work at Heights.

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- All persons slinging or in control of a freely suspended load regardless of its complexity must hold a Licence to Perform High Risk Work – Class DG ‘Dogging’ as a minimum

Subcontractors/Service Providers/Suppliers shall furthermore ensure that personnel undertaking work tasks deemed High Risk under legislation (i.e., Scaffolding, Rigging, Dogging) provide evidence that;

- They hold the relevant Licence to Perform High Risk Work, and
- Have undergone a Verification of Competence (VOC) by an accredited Trainer/Assessor from a Registered Training Organisation

3. Planning

3.1. Work Health and Safety Project Plans

All Subcontractors/Service Providers that are under a scope of works/package of works are required to provide and maintain a HSE Management plan. The system shall as a minimum requirement demonstrate compliance with legislative requirements relative to their contracted scope of work/package of works.

Subcontractors/Service Providers under a scope of works/package of works must submit to the Project, a Project Specific Safety Management Plan for review and acceptance at least 21 days prior to commencement of works. The review and acceptance of the Safety Management Plan by Lendlease is a Hold Point that must be released prior to the commencement of work. The plan must demonstrate arrangements for managing OHS risk on the Project, including but not limited to;

- How responsibilities will be assigned within the organisation,
- Selection, training and induction of all personnel within the organisation,
- WHS Policies, procedures and work instructions, and how this information is communicated to personnel within the organisation,
- WHS communication and consultation processes,
- Systems for the identification of hazards, assessment of risk and selection and implementation of controls,
- Systems for workplace inspections and audits,
- Management of hazardous materials and dangerous goods,
- Injury and incident reporting procedures, investigation and analysis,
- The management of personal protective equipment,
- Injury, return to Work and rehabilitation management.

Where a Subcontractor/Service Provider is unable to provide evidence of a suitable Project specific Safety Management Plan, they may work under the auspices of the Lendlease Northern Connector Project WHSPP subject to approval by the Project Safety Director.

3.2. Risk Management

The Project Safety Risk Register shall be made available to all engaged Subcontractors/Service Providers/Suppliers as part of the planning documentation. Subcontractors/Service Providers/Suppliers may be required to participate in Project Safety Risk Workshops. The Project Safety Risk Register is to be used to provide the Subcontractor/Service Provider/Supplier with the required information regarding project/work activity hazards prior to them formulating their project safety management plan, Safe Work Method Statements (SWMS), inductions and training.

3.3. Safe Work Method Statements

Subcontractors/Service Providers/Suppliers must Safe Work Method Statement (SWMS) must be completed when the risk review Inherent Risk by all **USING** the Lendlease LLE601B Safe Work Method Statement (SWMS) format.

A SWMS must be developed for any activity defined as medium to high risk or having a risk ranking of Class 1 risk (risk matrix 15 to 25) i.e. risks created by hazards that are highly likely to, or frequently occur and/or have the potential to cause death or permanent disability or Class 2 (risk matrix 4 to 12) risk i.e. risks created by hazards that are moderately likely to or frequently occur and/or have the potential to cause a major injury or temporary disablement.

SWMS must be site specific and developed in consultation with those undertaking the work. SWMS must be submitted to the Project for review at least 28 days prior to the commencement of works.

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All workers must be toolboxed in the SWMS for the activity they are undertaking and must sign an attendance record showing they understand the SWMS and agree to comply with its content. Records of this must be maintained and provided to the Project.

SWMS must be reviewed and updated when:

- At least quarterly
- If a significant change to the assessed work activity is identified.
- An incident occurs relating to the work activity.
- A significant hazard is identified relating to the work activity.

Induction into any SWMS reviews is required.

Hazards are to be eliminated wherever possible, or reduced through the application of effective control measures in accordance with the hierarchy of controls.

Lendlease require that a task specific JHA card must be completed by each work crew, daily, prior to commencing any work task, JHA card can be found at the project office.

3.4. Subcontractors Injury Management, Rehabilitation and Return to Work

The Subcontractor/Service Provider/Supplier must provide a Return to Work Plan/Program for review by the Project.

The Subcontractor/Service Provider must nominate a Rehabilitation and Return to Work Coordinator for the project and supply a copy of qualification or experience at least 21 days prior to work commencing.

If an employee is injured and requires medical treatment and/or rehabilitation the Subcontractor/Service Provider/Supplier shall;

- Notify Lendlease project Safety director or project safety manager of the injury
- Complete and submit to Lendlease safety team LLE604A Work Incident Investigation
- Ensure the injured employee is accompanied to the Nominated Medical Treatment Facility by his/her supervisor or appropriate management representative. A Lendlease representative may at their discretion also accompany the injured worker.
- Communicate to the Nominated Treating Physician that they have 'suitable duties' available for the injured person at either the project or at their normal workplace.
- Ensure they make meaningful 'suitable duties' available for any injured worker in accordance with legislation, the treating physician and return to work plan.

3.5. Permit to Work (PtW)

LLE's PtW procedures must be adopted, and the associated permits are required for:

- Ground penetration
- Work at heights (where a harness is used as primary means of control)
- Confined space
- Working on or near water
- Hot works
- Work near power lines
- Isolation
- Working on batters
- Use of explosives
- Daily Lift permit
- Lift plan
- Lift study (if required)

Permits must be completed and approved by persons with the appropriate limits of authority prior to the commencement of the work. Lendlease requires a minimum 48 hours' notice prior to permits being signed off to ensure such works are adequately planned and communicated to the site.

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3.6. Activities Deemed as High Risk and Lendlease Global Minimum Requirements

The following activities are defined as high risk activities and include those which have been legislated as high risk construction work. A high risk activity is any work:

- Involving work at heights that includes:
 - use of suspended access equipment (e.g. Bosun's Chairs, Cradles, Gondolas, Swing Stages);
 - use of an Elevated Working Platform (e.g. scissor lift, boom lift);
 - installation, use and dismantling of Powered Vertical Access Equipment (e.g. Mast Climbers, People or Material Hoists and Building Maintenance Units);
 - metal frame erection;
 - concrete formwork erection;
 - cladding and façade work;
 - access to and work on roofs;
 - work within or near penetrations, risers, shafts and voids (including lift/elevator installation and maintenance);
 - work on a telecommunications tower, power pole or other installation;
 - erection, use and dismantling of scaffolds (e.g. façade, mobile); or
 - any activity not described above requiring the use of a fall arrest or fall restraint harness as the primary means of fall protection.
- Involving any structural alteration or repair that requires temporary support to prevent collapse;
- Involving any demolition work;
- Involving the use, removal, transport or handling of hazardous materials and any dangerous or highly toxic substances including those involving or likely to involve asbestos;
- In or near a confined space;
- Creating, accessing or maintaining excavations;
- Involving piling, directional boring or drilling;
- On or near chemical, fuel or refrigerant lines;
- On or near energised electrical installations or services;
- In an area that may have a contaminated or flammable atmosphere;
- Involving explosives;
- Involving tilt-up or precast concrete;
- On, in or adjacent to a road, railway, shipping lane or other traffic corridor;
- In an area of the workplace where there is any movement of powered mobile plant;
- Installation, maintenance and commissioning of machinery and/or plant process equipment;
- Involving heavy mobile work equipment co-ordination;
- Involving the use of heavy plant for civil and ground works (e.g. bobcats, excavators, backhoes, graders, dump trucks, rollers and compactors);
- In an area where there are artificial extremes of temperature;
- In, near or over water or other liquids where there is a risk of drowning;
- Involving diving work;
- On, or near, a pressurised gas distribution mains and consumer piping;
- On or adjacent to, energised systems (e.g. electrical, hydraulic, pneumatic (LOTO));
- Creating, accessing or maintaining bridges and related structures including the placement of spans and pre/post tensioning;
- Involving tower crane erection, climbing and dismantling;
- Involving mobile cranes;
- That requires any lifting operation including:
 - load slinging;
 - crane management; or
 - lifting over work areas, thoroughfares or public areas;
- Hot works, including welding and grinding;
- Requiring strict environmental controls to prevent air, noise, and soil or water pollution; and
- Any work activity not listed above but which has been assessed as high risk due to the potential to harm workers, the public, property or the environment.

Lendlease manage High Risk activity through the Global Minimum Requirements (GMR's). The GMR's detail Critical Risk Events and mandatory controls for those Risk Events that are not negotiable. The 20 Critical Risk Events contained within GMR 4 – Delivery are as follows;

- Fall of person

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- Fall of material/object
- Vehicle and plant incident (work sites)
- Uncontrolled release of electrical energy
- Fire and explosion
- Crane and hoisting equipment incident
- Impact from moving parts of machines
- Excavation and stockpile collapse
- Failure of structures (temporary or permanent)
- Occupational health exposure
- Public health exposure
- Mental health and fatigue
- Degradation or pollution of the environment
- Vehicle and plant incident (public areas)
- Uncontrolled release of stored energy (non-electrical)
- Tunnel collapse
- Failure of fixtures and fittings
- Drowning
- Confined space incident
- Essential service failure

Copies of current GMR's and mandatory controls will be issued to Subcontractors/Service Providers/Suppliers at time of tender.

4. Communication / Consultation

Subcontractors/Service Providers/Suppliers undertaking high risk activities as designated by Lendlease must attend a Project Safety pre-commencement briefing prior to the commencement of work on site, to:

- Review how compliance with the relevant safety requirements will be achieved;
- Review documentation outlining their safe methods of work; and
- Establish performance monitoring, supervision and incident reporting protocols and procedures.

Those Subcontractors/Service Providers/Suppliers obligated under this requirement will be advised by the Lendlease Project Team.

All Subcontractor/Service Provider/Supplier personnel must attend Lendlease site toolbox or conduct weekly toolbox talks with records of their attendance maintained.

All Subcontractor/Service Provider/Supplier personnel must attend a pre-work briefing at the start of each day or shift, or when conditions or tasks change that could increase or introduce new environment or safety risks. These briefings are to communicate the key activities for the day and any measures required for managing interface issues. Records of briefings must be maintained. **Mandatory daily prestarts will occur at the Project office at 7am – locations may vary as project progresses.**

Subcontractor/Service Provider/Supplier coordination meetings must be held with designated Subcontractors/Service Providers/Suppliers to review environment and work health and safety performance, SWMS and Permit compliance, and to plan/Coordinate future works. The action points for these meetings must be recorded and implementation and verified. The Project may at its discretion facilitate Subcontractor/Service Provider/Supplier forums to discuss Work Health, Safety topics applicable to the project. It is an expectation that Subcontractors/Service Providers/Suppliers make Themselves available for participation.

The Project will provide opportunity for Subcontractor/Service Provider/Supplier involvement in the Project's agreed Consultation arrangements (e.g. WHS Committee/Health and Safety Representative/toolbox meetings/Daily Prestart Briefings/Subcontractor Coordination Meetings).

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5. Fitness for Work

5.1. Drug and Alcohol

The Project will not tolerate the unauthorised possession or sale of drugs and alcohol in the workplace, or persons performing their work where drugs and alcohol have the potential to cause harm to them or any other person. Subcontractor/Service Provider/Supplier personnel will be required to participate in drug and alcohol tests as required by The Project. Types of testing that may be carried out include;

- Voluntary / Self Test
- Random
- Targeted
- As result of (post incident)
- For cause

Persons tested for the presence of Alcohol must record a **BAC of 0.000%**

Persons Saliva tested for the presence of drugs must record levels within cut offs drawn from AS4760 – Procedures for specimen collection and the detection and quantification of drugs in oral fluid.

Those taking prescription drugs must inform Project management and complete a medical declaration.

The Project's Drug and Alcohol policy will be explained to all personnel at the induction and Subcontractor / Service Providers.

5.2. Fatigue

Subcontractors/Service Providers/Suppliers must manage risk factors associated with worker fatigue. Risk assessments must be undertaken to determine the likelihood of potential injury or illness for those exposed to identify risk factors. This should involve an assessment of the likelihood of serious consequences from working while fatigued. Fatigue management plans will be required for those identified as potentially at risk.

6. Controls

6.1. Health and Safety Resources

The Subcontractor/Service Provider/Supplier shall ensure that all activities and/or persons under their control or Instruction are adequately and competently supervised for the duration of their work. This includes maintaining Adequate and competent supervision across multiple work areas. Subcontractor/Service Provider/Supplier Supervisors shall complete LLE1002F Approval to Supervise and submit to Lendlease for review. Subcontractors/Service Providers/Suppliers must also consult with the Project prior to the removal/transfer of approved Supervisors from the Project.

Activities where one or more GMR risk events have been identified must adopt a frontline leader to worker ratio of not less than 1:8. Frontline leaders and workers must provide proof of competency where it is required for the role being undertaken.

Subcontractors/Service Providers must provide a delegated competent on-site management safety Representative.

6.2. Safety Inspection/Audits

Subcontractors/Service Providers are required to undertake and document on LLE603F Daily Activity Check of their work areas and submit the identified hazards and corrective actions as required.

Where any work activity or hazard is observed which could result in a serious injury, immediate action must be taken to stop the activity or control the situation. The activity or hazard must be immediately reported to the relevant LLE Supervisor. Details of the observation, as well as any action items, must be recorded on LLE603G Observation Report.

Subcontractors/Service Providers/Suppliers will be required to participate in the Projects audit schedule.

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6.3. Incident Reporting

Subcontractors/Service Providers/Suppliers are to ensure that all persons under their management and control immediately report all workplace incidents, including near misses, property damage and/or injuries by the fastest possible means to the Relevant LLE supervisor, complete and submit LLE604A Work Incident Investigation to the safety team: note, failure to report an incident could result in disciplinary action being taken.

Subcontractors/Service Providers/Suppliers are obligated to fully cooperate with any and all incident investigations undertaken by the Project. This includes but is not limited to ensuring all personnel requested by the Project provide written and signed witness statements and relevant workplace records, attend and participate in interviews conducted by the Project, and participate in Incident Cause Analysis Method (ICAM) investigations as Applicable.

6.4. First Aid

The Subcontractor/Service Provider/Supplier must provide a suitably qualified first aid attendant who must be on site whilst the Subcontractor/Service Provider/ has personnel working on site. The name and qualification of the first aid person must be provided to the Project.

The Subcontractor / Service Provider must also provide adequate first aid kits for the works being undertaken.

6.5. Public Protection

All reasonably practical means must be employed to protect the public from any hazards arising from the works, including tripping/slips hazards, falling materials, changes to pedestrian walkways, existing traffic conditions and the movement of vehicles into/out of the site.

6.6. Chain of Responsibility (CoR)

The Subcontractor/Service Provider/Supplier must manage any specific obligations it owes and take reasonable steps to ensure CoR compliance with the Heavy Vehicle National Law where it has responsibility within a particular transport chain.

This must include having adequate procedures in place to manage and prevent breaches relating to:

- Fatigue & Speed;
- Mass, Dimension & Loading;
- Load Restraint and
- Heavy Vehicle Inspection & Maintenance.

6.7. Housekeeping

Housekeeping must be effectively managed to maintain a clean and tidy work site free of trip hazards.

6.8. Personal Protective Equipment (PPE)

Subcontractors/Service Providers/Suppliers are responsible for the provision of PPE to all persons under their management and control. Persons who arrive on site without the correct PPE will not be inducted or permitted to Commence work. The following PPE is mandatory on all Northern Connector Project;

- **Hard Hat** – approved to AS1800 & 1801 – Occupational Protective Helmets. Hard Hats must be less than two years old, with a sun brim where applicable. The wearing of beanies, caps etc. under the hard hat is prohibited, as is the hard hat not being worn in its correct orientation ;
- **Safety Glasses** – Medium impact glasses approved to AS1337 – Eye Protectors for industrial applications as a minimum. High impact safety glasses are required to be worn for High Risk activities including but not limited to the use of demolition saws, grinders and other cutting equipment;
- **Safety Footwear** – Ankle high, lace up (preferable) with steel toe caps;
- **Long sleeved shirts and long legged pants** at all times;
- **Appropriate high visibility apparel** (clothing or vest) approved to AS 4602 – High Visibility Safety Garments to AS1906.4 – Retro reflective material.
- **Hand protection** – Gloves approved to AS/NZS2161.1 – Occupational protective gloves – part 1: Selection, use and maintenance. All personnel MUST wear appropriate gloves at all times, and they are to be worn when provided for in risk assessment, SWMS or JHA.

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- **White retroreflective overalls** compliant with AS1906.4 – Road traffic control works undertaken works at night must wear **White retro reflective overalls**.

PPE requirements will be identified and clearly signed at:

- All site entrances;
- At the entrance to any area where additional task specific PPE is required (eg. respiratory protection, hearing protection etc).

Any 'safe areas' where PPE is not required will be identified and clearly signed by the Project

Any other items of task specific PPE must be provided and worn if the need is identified by risk assessment (e.g. Hearing protection in areas where noise levels exceed 85 db(A) or peak noise is 140 db(A).

Adequate supplies of PPE must be available to protect both workers and visitors, along with appropriate storage Facilities for that PPE. Subcontractor/Service Provider/Supplier employees must be trained in the correct use, maintenance and storage of PPE. Records must be provided to the Project as required.

6.9. Use of Mobile Phones

Mobile phones may only be used on site if positioned in a safe area of the site (i.e. in an area sign posted as a phone zone, or away from construction traffic). The Project will designate areas where mobile phones are permitted in operational areas where persons are on the ground i.e. phone zones. Drivers and operators may only use mobile phones when the vehicle or item of plant they are operating is stationary and parked in a safe location. This requirement applies to mobile phones on hands-free devices also.

6.10. Lone Worker

A 'Lone Worker' is an employee who performs an activity that is carried out in isolation from other workers without close or direct supervision. Lone workers must not undertake high risk activities.

Where workers are required to work alone, appropriate authorization shall be obtained and risks assessed and documented. A strategy must be put in place to ensure communications are maintained with the lone worker and periodic checks are conducted by the Supervisor. The assessment must be reviewed and agreed by the Project Safety Director/Manager or delegate prior to any works or activities requiring working alone commences.

7. Plant and Equipment

7.1. Maintenance of Plant and Equipment

All plant and equipment must meet the operational and inspection criteria established by the manufacturer/legislative/client requirements. All plant and equipment must be maintained in accordance with legislative and manufacturers requirements.

Danger / lock out and out of service tags must be installed and clearly displayed on defective plant or when the plant is being serviced / maintained/refuelled.

A documented inspection, testing and preventative maintenance regime must be implemented covering all plant, vehicles and equipment used and Inspection and Test Records and Plant Registers maintained. Up to date Subcontractor / Service Provider's plant maintenance / service records must be provided to the Northern Connector Project.

7.2. Safe Use of Plant and Equipment

Powered Mobile Plant shall not be permitted to be operated until it is verified by the relevant and authorised Project Representative as being compliant with Plant Minimum Requirements, and accepted for use In accordance with the Project Plant Verification Checklist relative to plant class reference to LLE902 procedure.

Subcontractors/Service Providers/Suppliers shall ensure that the use of powered mobile plant and equipment on The Northern Connector Project complies with the following requirements:

- Must be provided and maintained in a clean, safe and adequate condition, be fit for purpose and be inspected, checked, tested and maintained in accordance with the Manufacturers Recommendations, statutory requirements and relevant International and Australian Standards
- Prior to plant commencing work, the following documentation must be supplied to the Project;

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- Plant risk assessment (current within 12 months);
- Design registration (where applicable - consideration to any modifications);
- Third party annual inspection (e.g. CraneSafe) where applicable;
- Plant certification (where applicable);
- Plant Registration (where applicable);
- Ancillary equipment certifications and registers (e.g. lifting equipment)
- Operator's manual; and
- Service/maintenance records - minimum previous three (3) months historical records prior to commencing on site, and then ongoing service/maintenance records as per manufacturer requirements.
- Where any modification or remedial work has been undertaken, an engineer's report certifying the modification or remedial work to the plant is also to be supplied to the Project.
- All excavators shall be fitted with a Fully Automatic Quick Hitch device,
- The use of manually and semi-automatic operated quick hitches and mechanical (manual) quick hitches is **prohibited**
- The use of semi tippers to tip material on site is **prohibited**.
- Authorization shall be obtained and risks assessed and documented prior to the use of quad dogs – Risk assessment shall consider: material and moisture content, ground condition including angles, load and weight – Approval must be sought from the Lendlease superintendent.
- All mobile plant must be fitted with protection where there is a risk of rollover (ROPS), falling objects (FOPS) (e.g. loading/unloading, work on stockpiles or steep inclines, work below other material or activities) or where manufacturer's specifications require it. Seat belts must also be fitted to protect the driver/operator in the event the vehicle/plant rolls over. In the event of a roll over, or falling objects damage, the protection must be recertified or replaced before further use.
- Mobile plant referenced in annexure 2 that is used regularly on site shall have reversing camera and reversing sensors installed and operational (refer annexure 2 for specific item of plant)
- All plant where a risk of falling is presented when entering/exiting or service and maintaining the plant shall have certified design fall prevention systems, e.g handrails.
- Elevated work platforms (Boom and Scissor type) must have the working platform meshed to prevent materials falling.
- Where an item of plant or equipment is unsafe or defective, its use shall be parked up and the plant tagged as 'Out of Service' by the plant operator and immediately reported to the Project Supervisor. This tag may only be removed once the plant has been remedied and certified by a Competent Person.
- Only powered mobile plant which has a Project Plant Verification Sticker affixed is to be operated on site. The Plant Verification Sticker must be legible and include Plant Verification Number unique to the item of plant (issued by lendlease)
- Where required by the relevant Regulatory Authority, plant must have a Certificate of Plant Item Registration issued in the last 12 months (i.e. concrete placing boom, mobile crane SWL >10 tonnes)
- Powered mobile plant must only be used for lifting when it has been designed by the manufacturer to be used in that configuration, has the Safe Work Load (SWL) displayed on the boom and has a dedicated lifting point, single value load chart, and level indicator.
- Where earthmoving equipment that has a rated lifting capacity greater than 1 tonne is used to lift and transport freely suspended loads, it shall have Hose Burst Protection Valves fitted on critical hydraulic cylinders. Hose Burst Protection Valves should meet compliance with AS1418.8 Cranes Hoists and Winches
- Where plant is to be operated in the vicinity of overhead services, the plant is to be fitted with restrictors which restrict the slewing and luffing motion of the boom (refer annexure 3)
- All plant must be fitted with UHF radios, flashing amber beacon, non-tonal reverse squawkers or beeper and fully functioning seatbelts
- To enter operational areas within the project, rubber tyred vehicles and plant (eg utilities, light, medium and heavy trucks etc) must be fitted with;
 - Hard wired UHF radios
 - Flashing amber beacon
 - Non-tonal reverse squawkers or beeper
 - Fully functioning seatbelts
 - Reverse Cameras
 - Reverse Sensors
 - Handbrake alarm fitted to the external horn
 - Wheel nut indicators
 - First aid kits

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- Appropriately sized wheel chocks (as required - if parked on a slope)
- Fully charged and in test fire extinguisher (test within 6 months)

Unless otherwise agreed with the Project safety manager and superintendent the plant/equipment, or HV (except those used for lifting) that leaves site will undergo re-inspection when it returns to the site.

All plant used for lifting must be re-inspected when it returns to the project if it has left the site to undertake lifting operations elsewhere.

All towable plant must be inspected prior to use and in accordance with manufacturer requirements.

Subcontractor/Service Provider/Supplier operators must complete and record plant pre-start inspections prior to Commencing operation each day. All repairs identified must be documented and fixed within suitable timeframes.

All plant must only be used for the purpose for which it was designed and in-line with manufacturer instructions.

Suitable access must be provided for those required to access the back of trucks. Subcontractors/Service Providers/Suppliers are not permitted to access the back of trucks unless fall prevention is provided (i.e. hand/mid rails etc.). In the event no fall prevention is supplied or no safe unloading alternatives can be demonstrated i.e. pre-slung etc. – the load/delivery may be refused access on to the site.

Subcontractors/Service Providers/Suppliers must maintain and provide to the Project up to date plant and equipment Registers (e.g. Plant Maintenance Register, Electrical Register, Lifting Equipment Register and Fire Extinguisher Register).

All operator mobile phones (or other personal electronic equipment such as music players) must be turned off when plant is in use.

Seat belts must be worn whenever operating vehicles/plant on site.

All drivers and passengers must abide by road rules when operating a vehicle (i.e. have a valid driver's licence, wear a seat belt, not overload the vehicle).

Subcontractor/Service Provider/Supplier personnel who hold a Provisional 'P' Driver's Licence are not permitted to drive vehicles on any the Project.

8. High Risk Work

8.1. Safe Use of Cranes and Lifting Equipment

Cranes and any of the crane's components (e.g. ties, tower sections and yokes) on all operations must not exceed 20 years of age since manufacture at any point during the project to limit the risk of structural failure from base metal fatigue.

Cranes and other lifting equipment (including excavators and other similar equipment) must be structurally sound, fit for purpose, fitted with appropriate safety devices (such as safe load indicators, overload alarms, burst/hydraulic lock out valves, earthing and warning lights) and marked with a means of identification and safe working load. Cranes must carry an anemometer at all times. Crane operations must cease where wind speeds exceeds the maximum figure stated by the specific crane's manufacturer.

Evidence of registration of all lifting plant such as mobile cranes, concrete pumps etc. from a government agency such as WorkCover, Worksafe or Workplace must be provided and available with maintenance records. All cranes and lifting equipment must be examined and certified before first use, inspected at least quarterly (or as per project requirements), and re-certified at least annually by a competent person with records available on site.

Dogman/rigger must complete a visual check of all lifting equipment prior to use.

All lifting gear and rigging, including rubbish removal skips, must be structurally sound, fit for purpose and designed for lifting (with certified lifting points and safe working load identified). All rubbish removal skips, must not be filled above their top edge and must be covered to prevent loose material falling out while they are being lifted.

All loads must be slung by a competent trained dogman.

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An exclusion zone must be established around all lifting operations in accordance with Lendlease GMR's.

A competent person must be appointed to develop an overall lifting plan or lift study and oversee all lifting activities.

Work involving cranes and lifting equipment must be planned and conducted in accordance with the requirements for High Risk Activities.

Before lifting activities commence an appropriate Permit must be approved by persons with the appropriate limits of authority must be in place.

8.2. Fall Prevention

The hierarchy of risk control must be applied when planning and conducting all work at height to ensure that the safest practical work methods are employed which eliminate the need to conduct work at height or effectively prevent the fall of people and materials.

Work at height should be eliminated as far as possible. Where work at height cannot be eliminated, the most practical form of physical barrier must be installed to provide fall restraint to prevent persons or materials falling. Where necessary, harnesses must also be used to provide a secondary means of fall restraint.

Where working at heights cannot be eliminated, fall protection can be achieved by one of the following in descending order of preference:

- Providing a fall prevention device such as physical barriers of sufficient height and strength e.g. screens, scaffolds, guard rails, covers, enclosed temporary work platforms;
- Providing a work positioning system other than a temporary work platform that enables a person to be positioned for the duration of the relevant work; or
- Providing a fall arrest system e.g. nets and harnesses.

The requirements of the Project 'Work at Height' Permit must be implemented for all work at height where the use of personal fall prevention devices is required, e.g. use of all types of safety harnesses, all types of lanyards, static lines, travel restraint lines, and any other personal fall prevention devices.

The work must be planned and conducted in accordance with the requirements for High Risk Activities Safety Risk Management. Any safety harness in use must be attached to an appropriate anchor/tie-off point(s) by means of a compatible connector that provides either sufficient fall restraint protection or incorporates a decelerator to provide appropriate fall arrest. All of these components must be fit for purpose, properly inspected, tagged and maintained in-line with manufacturer's guidelines and be properly used by a competent person. Effective emergency rescue procedures must be in place before works start.

Anchor/tie-off point(s) must be designed by a qualified engineer and installed by a competent person and signed off as safe to use.

All fall arrest and fall restraint equipment shall be inspected prior to every use and maintained in a register within minimum of quarterly inspections by a competent person.

8.3. Perimeter Protection/Falling Objects

All structures under construction or demolition from which persons or materials can fall must be effectively protected by physical barriers of sufficient height and strength to prevent people and materials from falling or being blown off the edge of the structure (e.g. screens, scaffolds, and guard rails).

Tethers must be used to tie-off tools, equipment and materials for work undertaken on all working platforms and for work undertaken outside of the edge protection on permanent or temporary structures.

For all 'auxiliary' elements (eg scaffolds, hoists, mobile elevated work platforms (MEWP), perimeter screens, climbing form work etc...) a strict 'no gaps' policy (both horizontal and vertical gaps) must be adopted. Solutions relative to these applicable scenarios (eg fully boarded out platforms, rubber seals, proprietary engineered hinged flaps and appropriately designed mesh) must, at all times, be deployed and maintained to prevent the fall of tools, equipment and materials.

All areas within 3m of open an edge, floor opening, or gap between the structure and an 'auxiliary' element (eg

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scaffold, hoist, MEWP, perimeter screen etc.), must be kept free of debris, materials, tools and waste. A visual inspection verifying adherence to this 3m rule must be undertaken at the commencement and end of each shift, and prior to any 'auxiliary' elements being moved or adjusted.

For all structural work on any vertical progressive construction, a secondary 'catch' system (eg a 'diaper' net, catch fan, horizontally projecting net, or any other structurally designed element) must be positioned immediately below any areas where this work is being undertaken above and the application must consider the arc of any potential fall of material.

Where there is the potential for members of the public and/or workers to be impacted by a fall of material, a designed and engineered overhead protection (i.e. 'crash deck') must be appropriately positioned and of adequate strength and coverage so as to deal with potential material types and the arc of any potential fall of material.

Exclusion zones must be of adequate size and take into account the potential arc of a fall of material, deflections and bounce distances. They must be constructed with physical barriers, appropriate signage, and enforced whenever a risk of falling objects exists.

8.4. Access Systems

Access to general work areas should be provided by the full permanent solution where ever possible. Where this is not possible, temporary staircases of adequate width and complete with handrails should be provided. Any temporary structure should be structurally sound and designed for the specific purpose. Third party independent design sign off is required for temporary works.

Effective measures must be in place for managing the use of all mechanical access systems (for example MEWPs, scissor lifts) used for work at heights to ensure that the work is planned and conducted in accordance with the requirements for Safety Risk Management - High Risk Activities. Guarding must be fit for purpose. Restraining harnesses must be worn and secured by persons working in MEWPs with booms.

An effective inspection, testing and preventative maintenance regime must be implemented for all mechanical access systems (for example MEWPs, scissor lifts) It must include a process to record and remedy any identified deficiencies, as well as to tag tools and equipment and should align with any manufacturers' guidelines.

Suspended access equipment (e.g. bosun's chairs, cradles, gondolas, swing stages) must only be used where safer means of access are not practical and a specific risk assessment has been undertaken and approved by LLE. All persons working on suspended access equipment must wear and use appropriate fall prevention equipment to effectively protect them at all times from any failure of any part of the equipment. Effective rescue procedures must be prepared and be ready for implementation.

All Swing Stage Scaffolds and Building Maintenance Units/BMUs (temp office facilities) must be installed, maintained and inspected by engineer/competent person(s), following the manufacturer's specifications at all times—as a minimum details of the design, maintenance, inspections and manufacturer's specifications must be provided and a certificate of examination issued when any of the following circumstances apply:

- Prior to first use;
- At maximum six (6) monthly intervals;
- After substantial repair, or alteration, or each time a mast section is extended, or relocated;
- If the stability of the unit has been affected.

Where temporary works/elements (including ties or fixings to structures, independent lifelines, etc.) are deployed, secondary devices (anti pull out) must be installed where there is any risk of ties pulling out.

All persons using Swing Stage Scaffolds and Building Maintenance Units/BMUs must use a suitable fall arrest harness and lanyards at all times and attach it to:

- When stationary - A vertical line independent to the Personal Vertical Access Equipment (PVAE) and specifically engineered for the purpose of withstanding the forces likely to be experienced in a fall situation; and
- When in motion (ascending / descending) - an engineered anchor point or horizontal static line fabricated and certified by the manufacturer for that purpose and fixed at a specific location to the platform, or, where such an arrangement is not practical; a transportable temporary independent anchor point engineered for

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that purpose, such as; a sling (choked or looped around suitable structures), an anchor strap (looped around suitable structures) or an eyebolt (fixed with a trigger catch mechanism for fixing through holes). In all cases these elements must be capable of withstanding the forces likely to be experienced in a fall situation.

A trained operator or other competent person must conduct and record daily checks of the equipment following the manufacturer's recommendations to ensure the platform is in good working order, free from visual defects, and any obstructions e.g. open windows.

More detailed inspections in line with the manufacturer's specifications must be carried out and recorded by a trained operator or other competent person on a weekly basis, after any repair, or after any event that may have caused damage.

8.5. Scaffolds, Temporary Works and Working Platforms

The following precautions are to be implemented across the Project:

- A thorough examination following the manufacturer's specifications (provided by either the manufacturer/supplier /regulator/authorised assessor) must be carried out by a competent person(s) and a certificate of examination/inspection issued for scaffolds greater than 4m, temporary works and working platforms
- The type and design of the scaffold must be suitable for the work and erected, inspected, maintained and dismantled by people with evidence of the relevant competency (eg. scaffold high risk work licence for scaffolds where a person or thing may fall more than 4m). A record of this should be kept on site;
- Scaffold material and gear is to be handled in a safe and proper manner to prevent damage;
- Scaffolds are to be built on solid foundations and sole plates checked after heavy rain;
- Scaffolds are to be erected in a manner that prevents the fall of workers erecting the scaffold;
- Scaffolds are to be plumb, have adequate cross-bracing and be tied into the structure where the height/base ratio is greater than 2:1;
- Work platforms must be fully planked and guardrails, mid-rails and kickboards provided or where material is stacked higher than kickboards, mesh panels must be fitted;
- Wood and metal planks must not be mixed (if this is not achievable e.g. where a bridge between metal plank walkways are required at the edge of building, timber planks may be cut to fit and must be secured);
- Incomplete scaffolds are to be clearly sign posted to restrict access;
- The scaffold is to be maintained in a proper state at all times and inspected at a minimum of every thirty (30) days; and
- All scaffold defects and damage must be reported and attended to immediately.
- Safe means of access and egress to be provided using ladders, ramps or stairways with the latter being preferable;
- Access ladders must be tied and protrude at least one (1)m above the platform; and
- Scaffold ladders must not exceed 6.0m.
- Scaffolding must not be overloaded and loads should always be placed over the transverse centre line between standards to distribute the loads evenly;
- All materials likely to be dislodged (e.g. by wind, knocking, etc.) are to be safely secured; and
- Safe means of transporting tools and materials up the scaffold must be provided where ladder access is used.
- An effective inspection, testing and preventative maintenance regime must be implemented to cover all scaffolds (including mobile and tower scaffolds) temporary works and working platforms. It must include a process to record and remedy any identified deficiencies, as well as to tag tools and equipment and should align with any manufacturers' guidelines.
- Mobile scaffolds shall;
 - The type and design of the scaffold must be suitable for the work and fitted with a safe means of internal access to the work platform which must be fitted with a covered hatch;
 - All mobile scaffolds require hand rails and toe boards on working platforms 2m in height; and
 - The height/base ratio of mobile scaffolds must not be greater than 3:1.
 - The working deck must be fully planked and cleated against movement or up lift;
 - Castor wheels must be locked at all times when work is being carried out from the platform;
 - No person is to remain on the scaffold whilst it is being moved; and
 - Do not propel mobile scaffolds by pulling on members overhead etc.

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Precautions detailed for Perimeter Protection and Falling Objects MUST be included for all works on scaffolds, temporary structures and work platforms. Their requirements must also be included in any design requirements.

8.6. Ladders

The use of all types of ladder must be minimised as far as reasonably practicable by effective work planning and employing safer means of working at height.

Unless a risk assessment determines otherwise, Step ladders must only be used for conducting short duration work (i.e. work lasting less than 15 minutes) or work in confined locations and only if three points of contact can be maintained.

Working from rung ladders is prohibited.

Platform ladders are permitted must be used as per manufacturers guidelines

Subcontractors/Service Providers/Suppliers must inspect ladders at least quarterly and maintain records of these inspections.

8.7. Excavations, Piling and Tunnelling

All ground and civil works associated with excavations, must be assessed and the safest practicable methods Employed, with all work being planned and conducted in accordance with the requirements of the Project. This includes the requirement to bench, batter or shore an excavation as determined by a competent Geotechnical Engineer in the excavation design process.

Consideration must be given to suitable safe access and egress at a distance agreed by project superintendent and project safety manager.

All excavation shall have suitable robust fall protection to eliminate persons or material/equipment falling into the excavation.

Before any excavation work commences an appropriate Ground Penetration Permit must be in place and approved by persons in accordance with Project delegated authorities.

All works must be regularly inspected by a competent person, with the frequency determined by risk assessment. Additional inspections must be made after every rainstorm or other event which could impact on the stability or any other hazard associated with the ground works.

8.8. Works On, Over or Adjacent Water

Personnel working on, over or adjacent to water must wear life jackets (where there is a chance of drowning) and suitable rescue equipment must be available within or near the work area. Persons required to wear life jackets must be trained in the correct fitting and use of the jackets. A working near water permit must be completed prior to commencing work on, over or adjacent to water.

8.9. Temporary Electrical Supply

Electrical supply panels must be sufficient in number, located in close proximity to work areas to minimise trailing cables and secured to prevent unauthorised access.

All electrical circuits, including mobile generator sources, must be protected by an Earth Leakage Circuit Breaker (ELCB), Residual Current Device (RCD) or a Ground Fault Circuit Interrupter (GFCI), fitted at the source.

Temporary electrical supply must comply with AS 3012.

All electrical equipment systems and lighting including, portable tools, extension cords(quarterly), RCDs(monthly), etc., must be maintained and regularly inspected, and where required, tested and tagged by a person who is accredited to carry out that work and marked safe for use. A process to record and remedy any identified deficiencies,

The frequency of testing :

- Equipment/hand power tools quarterly (3 monthly).
- RCD's are to be tested monthly.

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Power tools/leads must be fitted with a durable, non-reusable, non-metallic tag and will include the name of the person or company who performed the test or retest date.

The inspections should include checks for:

- Obvious signs of damage to electrical equipment;
- Building or structural damage or potential alterations that might expose electrical equipment to risk;
- Exposure or potential exposure of electrical equipment incorrectly placed or damaged; and
- Correct identification of all components.

Project and contractors are to keep and maintain a record of all electrical equipment in the workplace together with details of the regular inspections and tests. Any out of date or damages items must be tagged out and removed from service immediately.

Note: 9 inch grinders are **prohibited** from site

8.10. Work on Electrical Systems

Whenever possible, work must never be undertaken on electrical equipment which is energised.

Any live work on critical utilities such as distribution and/or transmission networks must only be undertaken as directed by the utility provider with any directive to undertake such activities supported by documented safe systems and in line with legislated practices.

Before work is carried out the electrical equipment must be tested by a competent person (i.e. a licensed electrician) to determine it is de-energised.

In addition, each exposed part is to be treated as energised until it is isolated and determined not to be energised and each high-voltage exposed part earthed after being de-energised. The Project isolation and lockout procedure is to be adopted to ensure that electrical equipment that has been de-energised is not inadvertently re-energised while work is being carried out.

Where work on electrical systems is carried out, effective precautions must be taken to eliminate electric shock and work must be planned and conducted to address any risks identified. Prior to any work commencing, all work on electrical systems must be in accordance with the Project Electrical Safety and Isolation and Lockout procedures, and have a Project Isolation Permit in place and approved by competent persons with the appropriate limits of authority.

The Project Lock-Out Tag-Out (LOTO) procedure must be followed, including meeting all requirements of an electrical isolation/access permit issued by a utility provider where work on distribution or transmission networks are required, before any work is conducted to ensure:

- All energy sources, including solar, supplying the electrical systems/equipment/tools are identified;
- All these energy sources are de-energised or isolated;
- The energy source is correctly locked out and tagged; and
- The system/equipment/tool is properly tested to ensure the isolation is effective.

In those exceptional circumstances where it is necessary to work on energised equipment e.g. the equipment needs to be energised for the work to be performed properly, for the purpose of testing, for work health and safety requirements (life-saving equipment) or where there is no reasonable alternative means of carrying out the work, the following steps are to be taken:

- A competent person must prepare a Permit to Work specific to the work to be undertaken and include a risk assessment and a detailed SWMS completed on Lendlease format and submit to the Project for review prior to any works commencing;
- Copies of the risk assessment and safe work method statement are to be retained and made available to and accessible to any worker engaged in the electrical work;
- The area where work is to occur is to be cleared of obstructions to allow easy access and exit;
- The disconnection points for the electrical equipment are to be clearly marked, unobstructed and able to operate quickly;
- Work is only authorised after consulting the person in control of the workplace;
- Unauthorised access is prevented;

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- Inadvertent contact with an exposed energised component is prevented;
- A competent person performs the work using suitable, tested and maintained tools, testing equipment and personal protective equipment; and
- A safety observer is present who is competent in implementing emergency control measures and rescue.

8.11. Lighting

Adequate lighting that matches the demands of the job and the location must be provided to supplement natural light as required.

Lighting towers must be inspected prior to use each day, and adequate training must be given to all persons erecting and lowering the towers.

8.12. Hazardous Substances (HS) / Dangerous Goods (DG)

All hazardous substances / dangerous goods should be removed from site at the end of each day if/where it is practical to do so. If not possible, Hazardous Substances/Dangerous Goods (e.g. fuels oils, chemicals, solvents, pesticides, fertilisers) must only be stored in small amounts in a well ventilated, purpose-built, bunded roofed area. The storage area must display appropriate signage, have isolated drainage and be located away from high traffic areas, pedestrian zones and sensitive areas. Dangerous goods storage areas must be equipped with spill kits and appropriate firefighting equipment.

The Project must approve all HS/DG prior to them being brought onto site.

Subcontractor / Service Provider must have an SDS readily available at the HS/DG storage locations and on site where the substance is used.

Relevant Subcontractor / Service Provider employees must be trained in the safe handling and storage of hazardous substances.

8.13. Fire Prevention Measures

Fire loadings and sources of ignition must be risk assessed and appropriate fire precautions must be taken.

Flash back arrestors shall be in place on the regulator end of supply hoses for oxy acetylene welding and cutting sets. Flash back arrestors shall be annually inspected.

Smoking is only permitted in specifically designated smoking areas i.e. smoke zones.

All hot works processes that are likely to produce sources of ignition such as burning, grinding, heating, welding, flame cutting, etc. must be controlled, planned and conducted in accordance with the requirements for High Risk Activities including the use of Permit to Work.

9. Environment

All Subcontractors/Service Providers/Suppliers shall ensure ongoing compliance with the LLE Project Construction Environmental Management Plan (CEMP) including all relevant procedures and sub-plans. The CEMP has been prepared to comply with the DPTI Contract Specification and is consistent with elements of the Australian / New Zealand Standard 14001: 2004 – Environmental Management Systems referred to as AS/NZS ISO 14001.

9.1. Stormwater, Sediment and Erosion Control

All activities where land is cleared, excavated or disturbed must implement and maintain sediment and erosion control devices to prevent topsoil loss and the degradation of land quality as well as the export of soil, silt or sediment offsite.

Ensure waterways and waterbodies, ground and surface water are protected (temporary and permanent) and to protect the quality of receiving waters.

All project operations must prevent water pollution by employing adequate controls to prevent any pollutants from entering adjacent drainage areas such as watercourses, water bodies and stormwater systems through uncontrolled discharges.

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9.2. Air and Noise Emissions

All activities involving excavation or disturbance of soils or vegetation must explore preventative controls and then implement physical controls (e.g. covering of stockpiles, water spraying) to prevent and/or minimise the generation of dust and to reduce or eliminate dust being introduced to the atmosphere.

All possible noise and vibration related impacts on occupants, visitors and surrounding activities/owners must be assessed and mitigation measures put in place.

9.3. Heritage and Artefacts

Should any unknown sites or artefacts of Aboriginal significance be uncovered during construction works, works within that area are to cease, the Lendlease Environmental Advisor is to be contacted immediately and the area fenced off.

9.4. Materials Selection

Products and materials containing recycled content or packaging should be used as a preference to non-recycled (virgin) materials. This information should be retained and reported.

All timber products should be from proven legal sources. All construction timber should also be from sources that undertake sustainable land management practices and are supported by relevant recognised industry documentation (e.g. Forestry Stewardship Council certification) to confirm the timber was grown and harvested in a sustainable manner.

All refrigeration and/or cooling equipment must not contain or use Chloro-fluoro carbon (CFC) gases.

Any soil or fill materials imported to site for landscaping purposes, including recycled aggregates, must be accompanied by documentation to validate that the materials are suitable for use onsite in accordance with any legislative requirements.

9.5. Waste Management

All recyclable solid wastes (paper/ cardboard/ plastic/ glass/ timber/ metals/ fluorescent lighting/ printer cartridges/ICT equipment) must be segregated for recycling purposes and volumes reported.

9.6. Greenhouse Gas Reporting

The Subcontractor / Service Provider must provide on a quarterly basis a statement setting out all information required under the National Greenhouse and Energy Reporting Act 2007 (NGER Act) and any similar statutory requirements in respect of the Subcontractor / Service Provider greenhouse gas emissions, energy production and energy usage arising out of or in connection with the Subcontractor / Service Provider's performance of the work.

10. Stakeholder engagement and communication

While working on the project, all Subcontractor / Service Providers are required to engage with community members and stakeholders in a manner that is polite and professional. As a minimum, all Subcontractors / Service Providers are expected to meet the following requirements:

10.1. Advance notification prior to commencing works

Before any new work activity commence, Subcontractor / Service Providers are to ensure that stakeholders have been notified of these works, and within the contractual timeframes. The Lendlease Communication and Stakeholder Manager will manage the development of communication materials, approvals and interactions with stakeholders; however Subcontractors / Service Providers are to inform the Communication and Stakeholder Manager located in the Northern Connectors project office of all new work activities in accordance with the notification periods outlined in the table below. The Stakeholder and Communication Permit form can be used to notify the Communication and Stakeholder Manager of new work activities.

Stakeholder impact	Construction Activity	Notification to Communication and Stakeholder Manager
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Stakeholder impact	Construction Activity	Notification to Communication and Stakeholder Manager
Low	<ul style="list-style-type: none"> Geotechnical investigations, survey and service proving on public land. Any works during the day that may have construction impacts on surrounding residents (noise, vibration or dust etc.). Any works in or near sensitive areas. 	10 business days
	<ul style="list-style-type: none"> Any out of hours work (work outside of the usual construction hours of 7am to 6pm Monday to Friday and 7 am to 3 pm on Saturday). 	14 business days
Low to Medium	<ul style="list-style-type: none"> Start of works in a new area. Works requiring changes to access to private property, alteration to private signage or changes to property access. Changes to pedestrian or shared use paths Any works that will disrupt utility services Changes to public transport system (i.e. bus stop relocations, shared user pathways) 	4 weeks
Medium	<ul style="list-style-type: none"> Lane closures during peak periods. Traffic changes that require advertising in newspapers (road closures or detour routes). Establishment of a new site office. Major shared use path closures or detours. Full or partial freeway closures. Works that will impede airport operations i.e. the use of cranes 	4 weeks
High	<ul style="list-style-type: none"> Land acquisition or land usage. Any works that will have significant disruption to businesses their operations 	4 weeks
Emergency works	<ul style="list-style-type: none"> Unplanned works to manage unforeseen issues Works ordered by authorities to rectify safety issues 	Contact Communication and Stakeholder Manager as soon as possible

10.2. Engaging with the community and other stakeholders

While working on the project, Subcontractor / Service Providers are expected to work in a manner that is polite and professional. This includes being respectful and courteous when approached by members of the community.

Subcontractor / Service Providers are not to respond to the community or stakeholder enquiries; rather they are to listen and acknowledge concerns and to direct them to the project community manager. The community number can be found on the reverses of the project induction cards (issued after attending project induction) .

Subcontractor / Service Providers are not to make any comment to the media in relation to this project. All media enquiries are to be immediately referred to the Lendlease Communication and Stakeholder Manager.

10.3. Photography and social media

Subcontractor / Service Providers are to seek permission from the Lendlease Communication and Stakeholder Manager before posting images or information about the project on social media.

10.4. Entering private property

Only access private property if permission has been obtained through the Communication and Stakeholder Manager. When on private property, treat it with respect i.e. do not scale fences, use taps without permission and make sure the property owner / occupier is aware when works start and when they have concluded.

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11. Annexure 1:

WHS Safety Document Requirements Schedule



WORK HEALTH AND SAFETY DOCUMENT REQUIREMENTS

PACKAGE DETAILS

Package Name :	Package Name.
Subcontractor Name :	Package/Contact Number.

The Subcontractor is to complete and return within the listed timeframes the following safety documentation. Incomplete, unreturned or missing documents may render the Subcontractor as Non-Conforming. All documents are to be issued to the Lendlease representative responsible for the Subcontractor engagement.

Document Number	Document Description	Enclosed
1	Project specific Work Health and Safety Management Plan. Accompanied by completed LLE6011 – Subcontractor WHSMP Review Checklist	YES <input type="checkbox"/> NO <input type="checkbox"/>
2	Return to Work Plan/Program, inclusive of nominated Rehabilitation and Return to Work Coordinator.	YES <input type="checkbox"/> NO <input type="checkbox"/>
2	Project specific Safe Work Method Statements covering all Medium to High Risk Activities to be undertaken by the Subcontractor. (There is a requirement under the Contract to submit all SWMs to the Client at least 28 days prior to works commencing)	YES <input type="checkbox"/> NO <input type="checkbox"/>
3	Current CV's of all nominated Supervisory personnel, including copies of relevant WHS training and/or qualification's	YES <input type="checkbox"/> NO <input type="checkbox"/>
4	Submittal of final LLE1002A - Induction Request Form, inclusive of all relevant competencies and licenses	YES <input type="checkbox"/> NO <input type="checkbox"/>

LLE503B1 Northern Connector Project

Minimum Requirements



Document Number	Document Description	Enclosed
6	<p>Submittal of completed LLE902 (per item of plant/equipment or heavy vehicles that will be working on the project)</p> <ul style="list-style-type: none"> • LLE902 Attachment 2 Plant Safety Certification Letter • Maintenance Record • LLE902G Hired Plant Inspection Report Concrete Booms & Pumps • LLE902H Hired Plant Inspection Report Cranes • LLE902I Hired Plant Inspection Report - Earthmoving Plant • LLE902J Hired Plant Inspection Report – EWP • LLE902K Hired Plant Inspection Report Heavy Vehicle • LLE902M Hired Plant Inspection Report Paving Plant • LLE902N Hired Plant Inspection Report - Piling & Drilling Rigs • LLE902P Hired Plant Inspection Report - Small Plant <p>In addition, current plant risk assessments dated within 12 months, maintenance/service records, design registrations (where applicable), third party inspection reports (where applicable), plant certifications (where applicable), plant registrations (where applicable) are to be supplied for each item of plant.</p>	YES <input type="checkbox"/> NO <input type="checkbox"/>



Annexure 2: Minimum Plant Requirements

LLE503B1 Northern Connector Project

Minimum Requirements



	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Subcontractor Plant	Battery Isolator (Lockable)	Emergency Shutdown System	Ground Level Refuelling – Refer Note 1	Park Brake Door Alarms	Inclinometers	Reverse Alarms	Reverse Lights – Refer Note 4	Reverse Sensors	Reverse Cameras	Fully Auto Quickhitches – Refer Note 6	Truck Rollover System	Body Raise Alert	Tyre Pressure Sensors	Load Management Systems	Remote control system – Refer Note 10	Fall protection for service areas	Rated capacity (KG) Decal
Truck & Dogs	Yes	No	Yes	Yes	No	Yes	Yes	No	No	NA	No	Yes	No	No	NA	NA	Yes
Truck & Semi-trailer	Yes	No	Yes	Yes	No	Yes	Yes	No	No	NA	No	NA	No	No	NA	NA	Yes
Artic Trucks	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	NA	Yes	Yes	No	No	NA	Yes	No
Off Highway Trucks	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes	NA	No	Yes	No	No	NA	Yes	No
Concrete Agitators	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes	NA	No	NA	No	No	NA	Yes	No
Concrete Boom Pumps	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes	NA	No	NA	No	No	Yes	Yes	No
Truck Mounted Concrete pump	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes	NA	No	NA	No	No	No	Yes	No
Piling Rigs - Track	Yes	Yes	Yes	NA	Yes	Yes	No	No	Yes	NA	NA	NA	NA	No	No	Yes	No
Dozers	Yes	Yes	Yes	NA	No	Yes	No	No	No	NA	NA	NA	NA	NA	NA	Yes	No
Scrapers	Yes	Yes	Yes	Yes	No	Yes	No	No	No	NA	NA	NA	No	NA	NA	Yes	No
Small exc <20T - Track	Yes	Yes	Yes	NA	No	Yes	No	No	Yes	Yes	NA	NA	NA	No	NA	Yes	No
Medium exc <65T – Track	Yes	Yes	Yes	NA	No	Yes	No	No	Yes	Yes	NA	NA	NA	No	NA	Yes	No

LLE503B1 Northern Connector Project

Minimum Requirements



Large exc >65T - Track	Yes	Yes	Yes	NA	No	Yes	No	No	Yes	Yes	NA	NA	NA	No	NA	Yes	No
Motor Graders	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes	NA	NA	NA	No	NA	NA	Yes	No
Wheel Loaders	Yes	Yes	Yes	Yes	No	Yes	Yes	No	Yes	NA	NA	NA	No	No	No	Yes	No
Skidsteers	Yes	No	Yes	No	No	Yes	No	Yes	No	No	NA	NA	No	No	No	Yes	No
Backhoes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	No	Yes – Backhoe Arm	NA	NA	No	No	No	Yes	No
Telehandlers	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	NA	NA	NA	No	Yes	No	Yes	Yes
Rollers	Yes	Yes	Yes	Yes	No	Yes	No	No	Yes	NA	NA	NA	No	No	Yes	Yes	No
Pavers	Yes	Yes	No	NA	No	Yes	No	No	No	NA	NA	NA	No	No	No	Yes	No
Boomlift <11m	Yes	Yes	Yes	No	No	Yes	No	No	No	NA	NA	NA	No	No	No	Yes	Yes
Boomlift >11m	Yes	Yes	Yes	No	No	Yes	No	No	No	NA	NA	NA	No	No	No	Yes	Yes
Scissor lifts	Yes	Yes	Yes	No	No	Yes	No	No	No	NA	NA	NA	No	No	No	Yes	Yes
Mobile Cranes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	NA	NA	No	No	Yes	No	Yes	Yes
Pick & Carry Cranes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	NA	NA	No	Yes	Yes	No	Yes	Yes
Vehicle loading cranes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	NA	No	No	No	Yes	Yes	Yes	Yes

LLE503B1 Northern Connector Project

Minimum Requirements



Plant Type	Plant Inspection Form	Risk Assessment <12 months old	Service Records (last 3 services)	Registration Types Required	Daily Prestart Book	Certification Inspection Frequency	Installation/ Engineering Information	Testing/ Inspection Records	Operator 'Manual	ROPS/ FOPS
Light Vehicles	N/A	No	No	State Road registration	Yes	As per OEM schedule			Yes	N/A
Cranes and Lifting <i>(High Risk Work Licence required to Operate. Slinging Loads – Dogman minimum)</i>	LLE902H Inspection Report – Cranes & Crane Trucks	Yes	Yes and Crane log book.	State WHS Plant Registration <i>(if rated capacity >10 tonne)</i>	Yes	3 month service interval. Annual inspection. 10 year major inspection	Refer LLE618 Cranes and Lifting	Annual recertification <i>(Green sticker or Equivalent)</i> >10 years- Recertification Inspection report	Yes	N/A
Access Equipment <i>(SL – Yellow Card) (EWP - Yellow card < 11m WP High Risk Work Licence Required to Operate >11m)</i>	LLE902J Inspection Report EWP	Yes	Yes	State Road Registration <i>(if operating in public road reserves)</i>	MEWP <i>(yellow book)</i>	3 month service interval. Annual inspection. 10 year major inspection 3 monthly electrical test and tag Monthly RCD inspection and test		MEWP Inspection. Electrical, RCD <i>(if fitted with power outlet)</i>	Yes	N/A
Mobile Plant	LLE902I Inspection Report – Earthmoving Plant	Yes	Yes	State Road Registration <i>(if operating in public road reserves)</i>	Yes	As per OEM schedule			Yes	ROPS. FOPS <i>(excavators)</i>

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Minimum Requirements



Plant Type	Plant Inspection Form	Risk Assessment <12 months old	Service Records (last 3 services)	Registration Types Required	Daily Prestart Book	Certification Inspection Frequency	Installation/ Engineering Information	Testing/ Inspection Records	Operator 'Manual	ROPS/ FOPS
Piling Rigs	LLE902N Insp ection Report – Piling & Drill Rigs	Yes	Yes	State Road registration (if truck mounted)	Yes	As per OEM schedule	Rigging certification (only required on some units after assembly)	Annual crack testing report Lifting Equipment Register	Yes	N/A (unless operated where there is risk of rollover)
Concrete Pumps	LLE902G Insp ection Report – Concrete Booms & Pumps	Yes	Yes	State road registration (if truck mounted)	Yes	3 month service interval. Annual inspection. 6 year major inspection		Monthly pipe wall thickness testing records	Yes	N/A
Compressors	LLE902P Inspection Report Small Plant	Yes	Yes	State Road registration (if towable)		As per OEM schedule			Yes	N/A
Welders	LLE902P Inspection Report Small Plant	Yes	Yes	State Road registration (if towable)		As per OEM schedule 3 monthly electrical test and tag Monthly VRD inspection and tested		Electrical, RCD	Yes	N/A

LLE503B1 Northern Connector Project

Minimum Requirements



Plant Type	Plant Inspection Form	Risk Assessment <12 months old	Service Records (last 3 services)	Registration Types Required	Daily Prestart Book	Certification Inspection Frequency	Installation/ Engineering Information	Testing/ Inspection Records	Operator 'Manual	ROPS/ FOPS
Generators	LLE902P Inspection Report Small Plant	Yes	Yes	State road registration (if towable)		As per OEM schedule 3 monthly electrical test and tag Monthly RCD inspection and test		Electrical, RCD	Yes	N/A
Lifting and Rigging Equipment	Supply Lifting Equipment Register	Yes				3 monthly and annual		Lifting Equipment Register	Yes (for specialised lifting systems eg vacuum lift)	N/A
Road Trucks Tipper	LLE902K Hire d Plant Inspection Report – Heavy Vehicle	Yes	Yes	State road registration	Yes	As per OEM schedule			Yes	N/A
Road Trucks Agitator	LLE902K Hire d Plant Inspection Report – Heavy Vehicle	Yes	Yes	State road registration	Yes	As per OEM schedule			Yes	N/A
Trailers	LLE902P Inspection Report Small Plant	Yes	Record of inspection	State road registration		3 monthly				N/A
Scaffolding	LLE623 Scaffolding	Yes				Monthly	Engineered certified	Inspection records	Yes	N/A

LLE503B1 Northern Connector Project

Minimum Requirements



Plant Type	Plant Inspection Form	Risk Assessment <12 months old	Service Records (last 3 services)	Registration Types Required	Daily Prestart Book	Certification Inspection Frequency	Installation/ Engineering Information	Testing/ Inspection Records	Operator 'Manual	ROPS/ FOPS
	Management						drawings			
Pumps	LLE902P Inspection Report Small Plant	Yes	Yes	State road registration (if towable)		As per OEM schedule			Yes	N/A
Lighting Plants	LLE902P Inspection Report Small Plant	Yes	Yes	State road registration (if towable)		As per OEM schedule 3 monthly electrical test and tag Monthly RCD inspection and test		Electrical	Yes	N/A
Paving Machines	LLE902M Inspection Report Paving Plant	Yes	Yes	State road registration (if operating in public road reserves)	Yes	As per OEM schedule			Yes	N/A (unless being operated where there is risk of rollover)
Vehicle Mounted Cranes- Crane Trucks	LLE902H Hired Plant Inspection Report – Cranes & Crane Trucks	Yes	Yes	State WHS plant registration (if rated capacity >10 tonne)	Yes	3 month service interval. Annual inspection. 10 year major inspection	Compliance plate certifying installation	Annual inspection. crane log book	Yes	N/A
Powered Hand	N/A					3 monthly		Electrical test and	Yes	N/A

LLE503B1 Northern Connector Project

Minimum Requirements



Plant Type	Plant Inspection Form	Risk Assessment <12 months old	Service Records (last 3 services)	Registration Types Required	Daily Prestart Book	Certification Inspection Frequency	Installation/ Engineering Information	Testing/ Inspection Records	Operator 'Manual	ROPS/ FOPS
Tools						3 monthly electrical test and tag Monthly RCD inspection and test		tag		
Compaction Equipment	LLE902I Inspection Report – Earthmoving Plant	Yes	Yes	State road registration (<i>if operating in public road reserves</i>)	Yes	As per OEM schedule			Yes	ROPS (<i>when plant is equipped with operator station</i>)
Laser Equipment	N/A					As per OEM schedule	Must comply with AS 2397-1993		Yes	N/A
Heavy Vehicles Road Registered	LLE902K Hire d Plant Inspection Report – Heavy Vehicle	Yes	Yes	State road registration	Yes	As per OEM schedule			Yes	N/A



Annexure 3: Competency Matrix

LLE503B1 Northern Connector Project

Minimum Requirements



Item of Plant	National Unit of Competency Code	High Risk Work Licence Type (HRWL)	HRWL code	VOC Required Yes or No
Crane – Bridge and Gantry (Pendant Control)	RIIHAN305			Yes
Crane – Bridge and Gantry (with cabin)		HRWL	CB	Yes
Crane – Vehicle Loading Crane <10 metres tonnes	TLID3033A			Yes
Crane – Vehicle Loading Crane >10 metres tonnes	TLILIC0012A or	HRWL	CV	Yes
Crane – Derrick		HRWL	CD	Yes
Crane – Non Slewing Mobile		HRWL	CN	Yes
Crane – Mobile Slewing < 20t		HRWL	C2	Yes
Crane – mobile slew < 60t		HRWL	C6	Yes
Crane – mobile slew < 100T		HRWL	C1	Yes
Crane – mobile slew > 100T (open)		HRWL	CO	Yes
Crane – Telescopic Material Handler >3t		HRWL	CN	Yes
Telescopic Material Handler < 3t	RIIHAN309			Yes
Crane – Portal Boom		HRWL	CP	Yes
Crane – Self Erecting		HRWL	CS	Yes
Mobile earthmoving – Load / unloading	RIIHAN308			Yes
Dogman		HRWL	DG	Yes
Rigger – Basic		HRWL	RB	Yes
Rigger – Intermediate		HRWL	RI	Yes
Rigger – Advanced		HRWL	RA	Yes
Hoist – Materials		HRWL	HM	Yes
Hoist – Personnel		HRWL	HP	Yes
Concrete Placing Boom		HRWL	PB	Yes
Elevated Working Platform Scissors Lift	RIIHAN301 (SL)			Yes
Elevated Working Platform Vertical Lift	RIIHAN301 (VL)			Yes
Elevated Working Platform – Boom Type > 11 metres		HRWL	WP	Yes
Elevated Working Platform – Boom Type < 11 metres	RIIHAN301 (BL)			Yes
Trailer Mounted Boom lift < 11metres	RIIHAN301 (TL)			Yes
Truck Mounted Boom Lift < 11metres	RIIHAN301 (TM)			Yes

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Forklift		HRWL	LF	Yes
Mobile earthmoving – Backhoe	RIIMPO319			Yes
Mobile earthmoving – Dozer	RIIMPO323			Yes
Mobile earthmoving – Excavator	RIIMPO320			Yes
Mobile earthmoving – Front End Loader (wheeled)	RIIMPO321			Yes
Mobile earthmoving – Grader	RIIMPO324			Yes
Mobile earthmoving – Haul Truck (Articulated)	RIIMPO337			Yes
Mobile earthmoving – Haul Truck (Belly Dump)	RIIMPO330			Yes
Mobile earthmoving – Haul Truck (Rigid)	RIIMPO388			Yes
Mobile earthmoving – Roller	RIIMPO317			Yes
Mobile earthmoving – Scraper	RIIMPO325			Yes
Mobile earthmoving – Self Propelled Compactor	RIIMPO310			Yes
Mobile earthmoving – Skid Steer Loader	RIIMPO318			Yes
Paver – Concrete Road Paver	RIICRC311			Yes
Water Truck – Water cart	RIIMPO200			Yes
Scaffolder - Basic		HRWL	SB	Yes
Scaffolder – Intermediate		HRWL	SI	Yes
Scaffolder – Advanced		HRWL	SA	Yes
Trucks, Truck and dog, Agi truck drivers, water cart drivers etc. require VOC		Heavy licence HR, HC,MC		Yes
<p>***This is not an exhaustive list of National Units of Competency*** For Items of plant not listed: Please see a member of the Project Safety Team for clarification.</p>				
<p>Verification of Competency must be issued by an RTO – Registered Training Organisation and must be dated within the preceding/last two (3) years</p>				