



Safety Management Plan (SMP)

Greenwich Hospital Redevelopment – Stage 2

Revision A

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Hindmarsh would like to acknowledge the Traditional Custodians of the Land on which we live and work and pay our respects to their Elders past and present.

1. Document Control – Revision History

1.1. Mandatory Review Frequency

In consultation with the Construction Program this *Work Health Safety Management Plan* and Project Risk Assessment shall be reviewed at the following nominated project stages.

Period of Review: (project milestone)	Nominate date of review:	Review to be managed by:	Date completed:	Action Required
Plan Development	18/02/2026	Jack Isemonger	NA	NA
For Construction/ Demolition	23/02/2026	Jack Isemonger	23/02/2026	NA
Structural completion				
Internal Fit out 1 st Review				
Internal fit out 2 nd review				

In addition to the above milestone reviews, reviews shall be prompted through Compass > SQE Planning Documents whereby documents are reviewed and confirmed without change and re-loaded to Compass, or reviewed, amended and uploaded accordingly so that the document reflects the project needs.

1.2. Revision Status

Where revision is required the Revision Status table below shall be updated.

Date Issued	Revision	Details	Section	Page
23/02/2026	A	For Construction Issue	All	All
	B			
	C			

Latest revisions of the *Safety Management Plan* and the *Project Risk Assessment* will be submitted to HCA employees and subcontractors via Aconex/Team Binder or other documented means (e.g. email, Aconex, hardcopy, *Acknowledgement Register* etc.).

1.3. Approval for Implementation

Approval and subsequent revisions of the Safety Management Plan have been reviewed with due regard to compliance with Compass and contractual obligations and is authorised for use by the Project Manager and State Manager Construction. This authorisation / approval is documented via Aconex/Team Binder/Acknowledgement Register and SQE Planning Documents.

1.4. SMP Induction

Hindmarsh employees will receive induction training into the purpose and use of this Safety Management Plan and acknowledge that they understand the plans requirements and their roles / responsibilities associated with it.

Key elements of this SMP shall be extracted for inclusion in the project specific Site Induction training which is given to all employees and subcontractors prior to their commencing works on site.

2. Purpose and Scope of the SMP

The purpose of this plan is to define how the various activities of the Hindmarsh Work Health and Safety Management System are to be applied specifically to this project. Other management plans support the Safety Management Plan these include:

<Guidance: Include any other relevant Management Plans >

- Quality Management Plan (QMP)
- Environmental Management and Sustainability Plan (EMP)
- Emergency Management Plan (EMMP)
- Temporary Traffic Management Plan (TTMP)
- Construction Management Plan (CMP)
- Air Quality Management Plan (AQMP)

2.1. Safety Management System

Hindmarsh operates an integrated system, Compass, to the requirements of ISO 45001 and the Australian Government Building and Construction WHS Accreditation Scheme (OFSC). Every Hindmarsh employee is expected to understand, communicate and support all Hindmarsh Policies. Communication must occur at all levels to ensure employees and subcontractors are fully aware of compliance requirements.

Please refer to the Compass Manual for further information.

2.2. Referenced Procedures & Documents

Documents, procedures, and forms supporting this SMP have been referenced accordingly throughout this plan. Compass documents detailed within this plan are identifiable by title and are formatted in italics.

3. Project Information

3.1. Project Description

Please refer the Hindmarsh Construction Management Plan document for detailed project description and scope information.

Company Name:	Hammondcare
ABN	48 000 026 219
Project:	Hammond Stage 2
Project No:	2068
Address:	97-115 River Road, Greenwich
Client:	Hammondcare
Contract:	Design and Construction
Scope of Work / Project Description:	Demolish facility, construct 2 new seniors living towers and primary healthcare tower
Anticipated Start and Duration:	02/03/2026 143 weeks
Subcontractors	TBC

4. Safety Strategy, Policy, Objectives & Targets

4.1. Strategy

The Hindmarsh Safety, Quality and Environment Strategic Framework is aimed at supporting company SQE policies and provide objectives and targets.

4.2. Policy

The Hindmarsh safety related policies are to be communicated and made available to all workers. This may be accomplished via induction, general communications, and display of policies on site.

4.3. Objectives & Targets

Hindmarsh objectives and targets established through the Safety, Quality and Environment Strategic Framework are managed and maintained in accordance with Policy and Strategy procedure.

Reporting and monitoring performance against these objectives and targets will occur as per Monitoring and Improving requirements. This project has no additional safety objectives and targets set.

Objective	Target	Monitored by:	Reported via:	Frequency of Report:
Lost time injuries (LTI) frequency rate	Less than 2.5	Project Manager SQE Manager	Monthly reports Incident reports Site meetings	Monthly (minimum)

Medical Treated Injuries (MTI) frequency rate	Less than 8	Project Manager SQE manager	Monthly reports Incident reports Site meetings	Monthly (minimum)
Reportable environmental Incidents	Less than 0	Project Manager Site Manager	Monthly reports Site meetings	Monthly (minimum)
Recycling waste	Greater than 90%	Project Manager Site Manager	Monthly reports Waste recycle reports	Monthly
Don't Walk By (DWB) campaigns	Quarterly	Project Manager Site Manager Contractors	Monthly reports Daily pre-start meetings Site meetings	Monthly
Onsite SQE schedules activities	95% completion / Monthly	Project Manager Site Manager Contractors SQE Manager	Monthly reports Site meetings	Monthly
Mates in Construction General Awareness Training	100 people trained over the life of the project	SSR	Monthly reports	Monthly

5. Resource Management

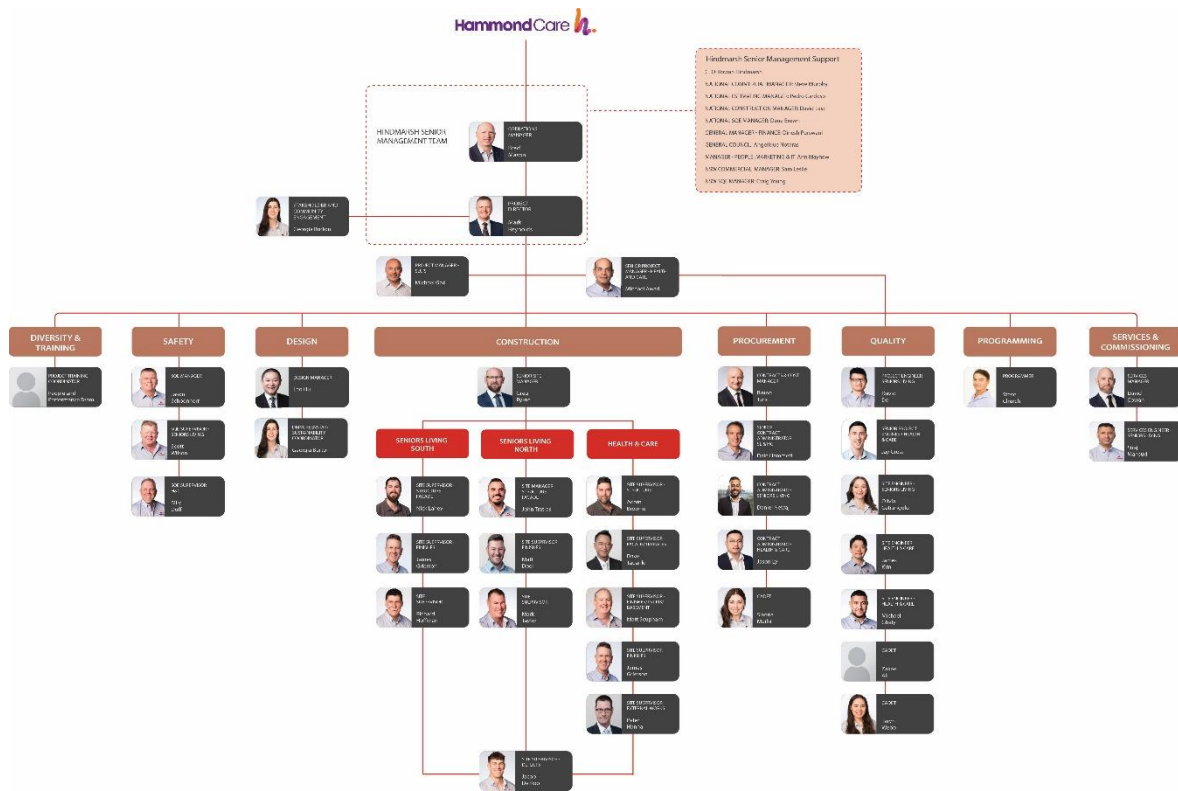
5.1. Responsibilities & Authority

The Project Manager is responsible for all WHS matters at project level and ensuring compliance occurs in support of this SMP. Overall responsibility of all state WHS matters is designated to the State Manager Construction. It is the responsibility of Hindmarsh project staff to ensure that requirements specified in the SMP are complied with, and objective and targets are met. To facilitate effective safety management, specific responsibilities for implementing and supporting this SMP have been assigned through the *Roles and Responsibility Matrix*.

5.2. Senior Management Visits

Hindmarsh Senior Management is committed to ensuring that every project is supported at the highest level. To assist with monitoring, resolving and preventing WHS Issues Senior Managers visit project sites and complete a *Senior Management Visit (SMV) Review*. The objective of these visits and reports is to offer the project team immediate feedback and support regarding various matters. These reports are forwarded to the Project team at the conclusion of the visit, any actions arising are to be resolved, as required, and reported back as per the *Senior Management Visit (SMV) Review*.

5.3. Organisation Chart



6. Legal & Other Requirements

6.1. Introduction

The Hindmarsh Project Team is to identify all relevant Legislative, Regulatory, Codes of Practice, Australian Standard or other requirements relevant to Work Health and Safety. All relevant legislative and regulatory requirements have been identified for Hindmarsh Operations and managed via the *SQE Management > Legal Requirements*. The Project Team must review the *Legal Register* and extract / identify relevant documents as required by this project. A list and copies of relevant legislation and codes of practice applicable to this project are available upon request to the Hindmarsh Management and or downloadable via the Health & Safety Authorities website.

6.2. Monitoring Legal Changes

Hindmarsh is notified of WHS legislative and regulatory change via a subscription service. Changes shall be identified by the National SQE Manager and State SQE Managers who are required to review changes and forward recommendations to the National SQE Manager for respective Compass coordination.

For more detailed information, please refer to *Legal Requirements* procedure.

6.3. Legal Register

Hindmarsh have identified applicable legislative and regulatory requirements which are relevant to Hindmarsh's construction activities. These are available via the Legal Register and shall be made project specific and be used to assist the development of safety documentation including SWMS, risk assessments and standard operating procedures.

6.4. Access to Legal Requirements and Communication of Legal Requirements

Every worker (including Hindmarsh employees or subcontractors) has access to legislation and regulatory documents via the internet through Hindmarsh IT Services on the project. Where a project receives a request for a required legislative / regulatory document which is not available via the internet then the request is to be forwarded to one of those below who will arrange for a copy of the required document to be made available to the requestor.

- SQE Administration Manager
- State SQE Manager
- National SQE Manager

6.4.1. Australian Standards

Hindmarsh subscribes to "Building and Construction" related Australian Standards. Refer to the i2i reference document for further information regarding access instructions and credentials required for login.

7. Risk Management

7.1. Introduction

Risk Management shall be managed in accordance with the Risk Management Procedure. Employees that conduct risk management activities must have completed Hazard Identification Risk Assessment and Control (HIRAC) Training module in Wayfinder training.

As Principal contractor Hindmarsh shall:

- Ensure signage is in place identifying Hindmarsh as Principal Contractor in line with contract requirements;
- Prepare and make available (including any subsequent revisions) a Hindmarsh Work Health Safety Management Plan;
- Obtain SWMS for all high risk construction work (at a minimum);
- Report notifiable incidents; and
- Retain documents and records as required by legislation.

As Principal Contractor, Hindmarsh has developed and implemented this plan and supporting documents to detail arrangements for ensuring compliance on the project with Compass and the Project Risk Assessment. The Project Risk Assessment shall be developed and used with regards to Safety Management to ensure safety is continually reviewed and risks assessed in accordance with the Construction Program.

During project delivery the Project Risk Assessment shall be reviewed to monitor safety controls. Specific responsibilities associated with Risk Management have been assigned to Project members as per the completed project Roles and Responsibility Matrix.

7.2. Design & Review Changes

The Safety in Design Procedure ensures that where Hindmarsh is involved in the design, or has input into design, a process exists for ensuring effective participation, and management. Hindmarsh shall facilitate Safety in Design Risk Profile development and reviews to identify, assess and manage WHS constructability, maintenance and lifecycle issues that may arise before, during and after construction.

Where constructability issues are unable to be eliminated throughout design these shall be transferred to the Project Risk Assessment to be managed throughout construction.

7.3. High Risk Construction Work

High Risk Construction Work (HRCW) types are defined in the WHS Legislation applicable to all jurisdictions that HCA operates in. HCA has further defined these are Standard HRCW and Non-Standard HRCW. This is reflected in the Project Risk Assessment. HCA has made this distinction due to the type of works we are mostly involved in, with Standard HRCW being the HRCW that HCA is involved in consistently.

7.4. Safe Work Method Statements (SWMS)

SWMS shall be developed for all high risk construction work activities and be reviewed by Hindmarsh via the SWMS Review Form in accordance with the Project Risk Assessment prior to works commencing on site.

All SWMS are filed and are to be kept up to date and reviewed wherever there is a change to the risk in construction work. SWMS may be tracked via Hammertech.

Hindmarsh has available blank Safe Work Method Statement Forms available, refer Safe Work Method Statement (SWMS) – blank.

7.4.1. SWMS Engagement

The SWMS Engagement shall be conducted in consultation with workers (Hindmarsh employees/subcontractors), at least one subcontractor per fortnight, to evaluate the effectiveness of the SWMS and verify that subcontractors performing high risk work activities are complying with their SWMS and areas for improvement are identified where appropriate. Details of workers consulted with during these inspections shall be recorded on the document. Hazards identified during the inspection shall be documented through OnSite > Hazards.

7.5. Work Permits & Applications

Hindmarsh shall issue and manage permits in accordance with the Project Risk Assessment and ensure necessary paperwork e.g. training certificates, risk assessment, SWMS, SDS and equipment calibration have been provided prior to permit issue and works commencing.

A Hindmarsh Permit will be issued on site for the following work activities.

- Excavation
- Core Cut and Chase Permit
- Harness (where the use of harness is a primary control)
- Services Isolation
- Critical Lift
- Confined Space
- Other works as deemed appropriate by Hindmarsh or Subcontractors.

7.6. Chain of Responsibility

All parties in the heavy vehicle supply chain have a shared responsibility to proactively manage risk and ensure safety along the Chain. The Chain of Responsibility (CoR) laws apply to the movement of any goods by heavy vehicle on the road and any heavy vehicle journey, loaded or not loaded. A heavy vehicle is any vehicle over 4.5t Gross Vehicle Mass (maximum gross loaded mass).

Risks associated with CoR include

- Failing to weigh, measure or secure loads
- Failing to consult or engage with other parties to ensure safe practices
- Entering terms in contracts and arrangements that encourage, reward or give incentives to the driver or other parties in the supply chain to breach the law

Activities which may be part of the CoR on a Hindmarsh project include:

- equipment hire
- anyone who loads or unloads a construction vehicle
- Transportation of precast concrete panels
- Frame and truss deliveries
- Crane operations
- Concrete pump operations

All load arrangements will be in accordance with:

- the Supplier Instructions/contract agreement/other arrangements;
- load specification or plan for each heavy vehicle; and
- SWMS

Restraining loads will be done by the driver who is competent to perform this task. Loading and unloading will not proceed if the load, load restraints or heavy vehicle is not to the required specifications in the Supplier Agreement/contract/other document. Vehicles that do not meet the agreed requirements will be parked up until the matter can be resolved. Non-compliant vehicles will not be released from site.

All heavy vehicle drivers are required to:

- hold a copy of the appropriate class of driver's licence for the heavy vehicle and provide a copy of the current licence at the site/if requested
- have the required competency for the vehicle including understanding of the load plan and fatigue requirements of the jurisdiction in which they are operating
- be fit for work in accordance with the Fit for Work Process

- maintain the required work diary or log book and keep within the required hours where applicable
- have completed the visitors induction. If this cannot be done by wet hire drivers, the driver will be escorted on site by an inducted worker.
- comply with all Hindmarsh site requirements and instructions.
- inform the Supervisor/Team Leader if they have any reason to believe they are unfit for work, including under the influence of drugs or alcohol, fatigued, or suffering any other physical or mental condition which may impact their ability to safely perform their tasks.

Maintenance of subcontractor vehicles will be in accordance with the subcontractor asset management system and will be verified by Hindmarsh through the SQE Weekly Inspection and Plant Registration for the project.

7.7. Fitness for Work

7.7.1. Drug and Alcohol Management

In addition to Hindmarsh requirements that no alcohol or illegal drugs are permitted on site, and that any person affected by alcohol or drugs will not be permitted to site, Hindmarsh has a *Fitness for Work – Drug and Alcohol Management Policy* (located and available on Compass) to support these requirements. The policy deals with alcohol and other drugs and their effects on worker's fitness for work whilst performing duties or attending the workplace. This process ensures that Hindmarsh has a mechanism to appropriately manage the effect of alcohol and other drugs in the workplace through education, counselling, rehabilitation and discipline, where required.

7.7.2. Mental Health and Wellbeing

Hindmarsh have an EAP provider that offers Hindmarsh staff and family members access for free and confidential face to face or phone counselling sessions. (*Refer to Compass for further information*)

Hindmarsh project team will communicate health and wellbeing incentives at meetings and display information for contractors.

DWB campaigns topics will also focus in on health and wellbeing matters.

8. Emergency & Incident Management

Please refer to the project's *Emergency Management Plan (EMMP)* for information regarding emergency preparedness and response. The project-specific *Emergency Management Plan* ensures Hindmarsh controls, and assesses Emergency preparedness elements as required for the project.

8.1. Incident Management

Incidents occurring as part of a HCA undertaking involving employees, contractors and visitors shall be reported, investigated and corrective actions managed in accordance with the Incident Management Procedure and contract requirements. Project Manager shall be responsible for ensuring incidents involving employees, contractors and visitors are reported, investigated and corrective actions assigned and completed to the relevant authorities as per Table 1 below.

Verbal notification shall be made immediately after becoming aware of an incident to all relevant parties as per Table 1. Where a line manager is unavailable, the next line manager shall be contacted. Following a notification to the relevant Hindmarsh management team or executive subject to the seriousness, Hindmarsh shall inform or provide notice to the relevant regulatory authorities and Client Representatives as per Table 1.

In the event of a fatality, serious injury/illness or Dangerous Incident; ensure site preservation and that the site where the notifiable incident has occurred is not disturbed until an inspector arrives at the site other than for the reasons set out in the WHS Legislation.

Timeframes for written reporting are detailed below.

Table 1 – Notification Requirements of Notifiable Incidents as per WHS Legislation

Notification Authority	Contact Method	Timing	Responsible party
State Regulator	Via phone	Immediately on becoming aware that a notifiable incident has occurred arising out of works.	State SQE Manager
	Written – Via online Notification of Incident form	Within 48 hours	State SQE Manager
Comcare (if applicable)	Via phone 1300 366 976	Immediately on becoming aware that a notifiable incident has occurred arising out of works.	State SQE Manager
	Written – NA	Within 48 hours	State SQE Manager
OFSC	Via phone 1800 652 500	Immediately on becoming aware that a notifiable incident has occurred arising out of works.	National SQE Manager
	Written - submitted and managed through FSC Online .	Fatalities - within 48 hours All other types – within 2 weeks	National SQE Manager
Client	Via phone to Project Manager and Client Representative	Immediately on becoming aware that a notifiable incident has occurred arising out of works.	SPM
	Formalisation via Aconex if required	As soon as reasonably practicable	SPM

Record Keeping requirements for incidents shall adhere to legislative and client requirements in Onsite Hindmarsh System.

A review of Notifiable Incidents, Dangerous Incidents/Occurrences and Critical Incidents shall be conducted to determine the ongoing suitability and effectiveness of the incident management process at the National SQE Committee Meeting. A review of Incidents and effectiveness of Corrective Actions from incidents shall occur quarterly at the SQE Incident Deep Dive. This shall be conducted with consultation and team input and suggestions for improvement identified within the incident sign off section in the continual improvement process.

The Serious SQE Incident Alert may be used to communicate lessons learned for continual improvement opportunities. A Serious SQE Incident Alert may be issued within Hindmarsh to communicate lessons learned and actions required arising from:

- Notifiable Incidents;
- Dangerous Incidents / Occurrences; or
- Critical Incidents where the Crisis Management and Recovery Plan has been enacted.

An SQE Alert may also be issued for relevant regulatory/industry alerts, or where directed via National SQE meetings to address relevant issues of recurring incidents

The Crisis Management and Recovery (CMR) Plan shall be enacted in accordance with the Emergency Management Procedure to manage the following defined Critical Incidents:

- Fatalities;
- Serious negative business occurrences;
- Serious management failure, fraud or misconduct;
- Serious perceptual damage to Hindmarsh's reputation;
- An escalating incident of any kind; or
- any situation declared by the Chief Executive Officer (CEO).

8.2. External Reporting

Regulatory incident notification is required in accordance with Incident Management:

The work safety authority contact details specific to this project are:

Name: State Regulator

Contact Number: 13 10 50

Name: Comcare (if applicable)

Contact Number: 1300 366 979

Name: Federal Safety Commissioner

Contact Number: 1800 652 500

8.3. Workers Compensation & Rehabilitation

Refer to the Injury Management (Return to Work) procedure, for further information.

9. Procurement

9.1. Subcontractor / Consultant Contracting Purchasing

The Procurement procedure is used to select and manage suppliers and define measures to assess the capacity of suppliers. The Contractor Tender Evaluation Sheet and Trade Comparison Sheet shall be used to assess SQE capabilities and compare tender prices, identify discrepancies, non-conformities of submissions. This, and the Post Tender Interview, enables Hindmarsh to identify, assess and manage potential hazards and risks related to supplier.

During construction Hindmarsh will obtain regular written assurances from each subcontractor about their ongoing compliance with the WHS Legislation via monthly progress claim sign off. Subcontractors will also be required to submit any formal notices and written communications by health and safety representatives and the regular or agent of the regular relating to work health and safety matters.

10. Communication / Consultation

With many interested parties involved with the project it is critical that communication and consultation occurs efficiently and effectively between all in accordance with the Communication and Consultation procedure.

With regards to WHS issues consultation and communication generally occurs when the following matters arise:

- changes to the project safety management plan
- an employer or employees are identifying hazards
- assessing any risk
- deciding on measures to control risks
- implementing controls
- reviewing the effectiveness of controls
- reviewing and developing policies
- investigating incidents
- changing work practices and procedures
- introducing new substances to the workplace
- changes to current health and safety Acts, Regulations, Australian Standards, Codes of Practice and other relevant health and safety
- Emergency preparedness and response (Emergency Management Plan)

The agreed consultation arrangements for this project shall be managed by the Site Manager. The purpose of the this agreed arrangement is to consult, coordinate and cooperate with Subcontractor PCBUs and workers as required. Records of these arrangements may include:

- Prestart meetings
- Safety / Contractor Coordination Meeting to be held weekly.
- Don't Walk By themes (including DIT safety expectations) will be led by the Project Manager and Site Managers
- Toolbox Talks
- Site WHS Committee meetings
- Consultation with Health & Safety Representatives

10.1. Consultation Arrangements

The following consultation arrangements have been agreed and shall be communicated via the site induction. Confirmation of these arrangements, and how they were agreed, shall be recorded and are available on request. Alternatives to these agreed consultation arrangements shall be raised with Hindmarsh. Proposed alternatives shall be addressed by the work group and confirmation of proposed or existing arrangements recorded.

Hindmarsh alternative arrangements shall ensure appropriate consultation is conducted with the workforce to assist in providing a safe workplace for all. The consultation shall be managed by a project team member to ensure:

- safety meetings are conducted and documented using the *Safety Committee Meeting Minutes/Agenda*;
- inspections are conducted at defined frequencies with workers participation; and
- Use of prestart meetings and toolbox meetings to consult.

10.2. Hazard Reporting

Hindmarsh Employees, subcontractors, those working on site as well as those visiting have a duty to report any hazard seen on site. If a hazard is suspected or identified, report the matter with urgency to a Hindmarsh Management representative who shall be responsible for recording this in the OnSite CAR Module.

Hazard information may be communicated via site induction, job safety analysis review, and / or safety meetings (e.g. Pre Start and Toolbox) held on site.

Where a Hazard Report has been submitted, Hindmarsh shall investigate and take necessary corrective action to address the issue raised to remove the hazard and / or prevent a reoccurrence. The outcome shall be communicated to the project's workers via agreed arrangements.

10.3. Dispute Resolution

The process resolving WHS issues and disputes shall be in accordance with the following minimum requirements:

- Informing each relevant party of the issue and its nature and scope;

- As soon as all parties informed, must meet or communicate to resolve issue
- Must have regard to all relevant matters including:
- Degree and immediacy of risk
- Number and location of workers and other people affected
- Measure to be implemented to resolve the issue
- Who will be responsible
- Permit and party to be represented
- Require resolution to be recorded in written agreement

Copy of the documented resolution to be given to all parties if requested.

If no agreement after reasonable effort, any party may call an inspector whom may assist or exercise any other inspector powers.

The above requirements are communicated through the Site Specific Induction and displayed on site.

11. Training & Records

Hindmarsh ensures specific safety training requirements are identified in consultation with project teams as per the Hindmarsh Training Matrix with training needs identified captured via ELMO the online training system. ELMO allows enrolment in both internal and external face to face courses, and complete online learning to assist workers to complete required training.

Safety training requirements are continually revisited throughout the life of the project, particularly where there has been a change in project resources, where a skill gap has been identified, or as required by the Project Manager.

11.1. Site Induction

Site Induction is to be undertaken by all workers (this includes Hindmarsh employees, all subcontractors and any employees working for subcontractors), prior to them commencing work on site. Induction consists of the worker completing a Site-Specific Induction via Hammertech and by being made aware of the Site Safety Rules. The worker acknowledges acceptance and understanding of the induction by signing the Site-Specific Induction. Inductions may be registered via the Site Specific Induction Register Via Hammertech or onsite.

During induction copies of all appropriate licensing, certification and qualification will be collected by Hindmarsh and retained with the worker's induction record.

A copy of all induction records will be maintained by the Hindmarsh Team. It will be a condition of entry, of the project, that an inducted worker has a valid Construction Industry Induction Card (e.g. White Card/Blue card).

11.2. Visitors Induction

A visitor's induction is to be undertaken by all visitors, prior to them accessing site. Visitor induction will consist of the visitor being advised of the project's Safety Guidelines for Visitors Pamphlet, signing the Visitor Register, and being accompanied by a site inducted workers at all times.

11.3. Unforeseen Training Requirements

Where it has been identified by either Risk Assessments or Training Reviews where unforeseen or special training skills are required (e.g. Confined Space, Working at Heights with Harness Systems), then arrangements must be made to ensure that personnel involved in that activity are appropriately trained for these activities.

11.4. High Risk Work Licensing

Refer to the Technical Guidance Note – High Risk Work Licensing for detailed information.

12. Inspection / Testing

12.1. Inspection and Testing

Hindmarsh shall complete a Weekly SQE Inspection. Subcontractor shall be requested to be involved in WHS inspections on site including the Weekly SQE Inspections, SWMS Engagements and or other inspection or audits as applicable.

Senior Management Visits and Senior Management Walk Inspections are also completed by visiting managers as scheduled by the State SQE Manager.

Further information on Quality inspection and testing can be found in the Quality Management Plan.

12.2. Testing

Where safety equipment is to be used and requires calibration, this requirement must be detailed within the Equipment Calibration Register.

12.3. Auditing

Hindmarsh actively monitors performance and seeks potential improvement opportunities by completing internal audits established by SQE Managers in accordance with Audits Management procedure.

12.4. Corrective and Preventive Action

Continual improvement opportunities may arise from inspections, testing, auditing, incidents and or observations. Corrective actions resulting from these activities shall be loaded and managed through OnSite > SQE > CARs.

Where a Corrective Action is not addressed in a timely manner, is not addressed appropriately or there is a subsequent re-occurrence of the non-conformance these shall be raised with the SQE Manager to address.

13. Measurement & Evaluation

13.1. Health Surveillance

The Project Risk Assessment identifies restricted hazardous chemicals, identified through legislation that require control in accordance with the Health Surveillance, Exposure Monitoring, Hazardous Substances Procedure.

13.2. Continual Improvement

Further information related to continuous improvement can be found in the Monitoring and Improving, Continuous Improvement and Legal Requirements procedure.

Equipment used as measuring devices are calibrated and maintained through the Equipment Calibration Register.

14. Reporting

14.1. Weekly Reporting Requirements

- Weekly SQE Inspection

14.2. Monthly Reporting Requirements

- OnSite Database (Intranet)
- Monthly Client Report – Client
- IPMR
- HCA Production Reviews

15. Document & Record Management

In the interest of efficiency and communication of key information Hindmarsh may print and make available certain hardcopies of documents and records from Compass. Although Hindmarsh manages these hardcopy documents and records to ensure currency and to prevent the use of obsolete documents it should be acknowledged there may be times where hardcopies are yet to be updated.

Regarding retention requirements for other records please refer to the [WHS Record Retention Timeframes](#) document.

Annexure A. Work Health & Safety Policy



Work Health & Safety Policy

This policy applies to all Hindmarsh employees and contractors, including (without limitation) employees and contractors of Hindmarsh Construction Australia Pty Ltd, HCA Queensland Pty Ltd, Hindmarsh Living Pty Ltd, Hindmarsh Corporate Pty Ltd and any other related entities at the date of this policy or at any other time.

Hindmarsh is committed to providing a safe and healthy workplace and developing a culture where harm to our people through work is unacceptable. Our managers will lead the establishment of a workplace culture committed to Work Health and Safety.

Hindmarsh is committed to every aspect of work health and safety:

- In any workplace under our management and control;
- Arising from the conduct of our business;
- In the environment in which our employees and contractors operate;
- Arising from the systems of work used by our employees and contractors;
- Arising from the arrangements we have for use, handling, storage and transport of equipment or substances; and
- Arising from the facilities we provide for the welfare of our employees and contractors.

Safety is considered during all business activities. Hindmarsh is committed to delivering a healthy and safe work environment for all including its people, contractors, clients and the public. Hindmarsh seeks to continually evolve safety performance through worker participation, collaboration, learning, review and preventative action.

Compliance with this policy will be monitored, audited and continually reviewed so as to remain effective and aligned with all of our operations.



Rowan Hindmarsh
Chief Executive Officer



Hindmarsh SQE Pledge

We will provide a healthy and safe work place by:

- Effective and active leadership at every level of the organisation engendering a culture of safety as a pre-requisite for everything we do.
- Implementing and maintaining the Hindmarsh Management System and its Work Health and Safety elements to ensure all potential hazards and risks are identified, evaluated and eliminated or controlled.
- Complying with WHS Legislation and relevant standards.
- Setting and continually reviewing measurable Work Health and Safety performance objectives and targets.
- Learning from our ongoing safety experiences and sharing information across the group, turning lessons learnt into positives for ongoing development.
- Ongoing training and development of employees.
- Ensuring leadership accountability.
- Investigating and seeking to implement innovative initiatives, technology and methodologies which assist in delivering a safe working environment.
- Ongoing monitoring, auditing, reporting and analysis, complimented by ongoing feedback at all levels.
- Ensuring resources are provided to meet the aims of this policy.
- Regular review of this policy to ensure its effectiveness and relevance whilst ensuring that objectives are being met.

WARNING - Uncontrolled when printed! Refer to COMPASS for the latest version.

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