



Corporate Safety, Health & Environment Management Plan

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TABLE OF CONTENTS

INTRODUCTION	6
COMPANY OBJECTIVES	6
COMPANY EXPECTATIONS.....	6
SAFETY HEALTH AND ENVIRONMENT MANAGEMENT STRATEGIES	7
PROCESS MAPS	8
IPS SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT SYSTEM - ELEMENT OVERVIEW.....	8
IPS SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT PLAN -DOCUMENTATION CHART.....	9
IPS SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT PLAN -DOCUMENTATION HIERARCHY	10
1.0 POLICIES – LEADERSHIP AND COMMITMENT	11
1.1 SAFETY & HEALTH POLICY.....	11
1.2 ENVIRONMENT MANAGEMENT POLICY.....	13
2.0 LEGAL AND OTHER REQUIREMENTS.....	15
2.1 LEGAL REQUIREMENTS.....	15
2.1.1 <i>Table - Safety and Health</i>	16
2.1.2 <i>Table - Environment</i>	16
3.0 MANAGEMENT PLANNING.....	17
3.1 SAFETY, HEALTH & ENVIRONMENT MANAGEMENT SYSTEM.....	17
3.2 PLANNING, IMPLEMENTATION AND IMPROVEMENT	17
3.2.1 <i>Planning</i>	17
3.2.2 <i>Implementation</i>	18
3.2.3 <i>Continuous Improvement</i>	18
4.0 OBJECTIVES AND TARGETS.....	19
5.0 ACCOUNTABILITY, RESPONSIBILITY AND RESOURCES	20
EXECUTIVE RESPONSIBILITY	20
5.1 MANAGING DIRECTOR.....	20
5.2 SENIOR PROJECT MANAGERS	20
5.3 MIDDLE MANAGEMENT	20
5.4 STAFF	20
SAFETY, HEALTH AND ENVIRONMENTAL SUPPORT SERVICES	21
5.5 CORPORATE MANAGER SAFETY, HEALTH & ENVIRONMENT	21
5.6 PROJECT SH&E MANAGER	21
5.7 SH&E COORDINATORS AND ADVISORS.....	21
5.8 SH&E ADMINISTRATORS	21
5.9 SAFETY, HEALTH & ENVIRONMENT SUPPORT ORGANISATIONAL CHART	22
5.10 RESOURCES.....	22
6.0 TRAINING AND COMPETENCY	23
6.1 COMPETENT PERSONNEL/HUMAN RESOURCES	23
6.2 TRAINING.....	23
7.0 CONSULTATION, COMMUNICATION & REPORTING	24
7.1 CONSULTATION.....	24
7.1.1 <i>Resolution of Issues</i>	24
7.1.2 <i>Health and Safety (Environmental) Committee and Representatives</i>	24
7.2 COMMUNICATION.....	25
7.3 REPORTING	26
7.3.1 <i>Statistical Reporting and Analysis</i>	26
7.3.2 <i>Lag indicators</i>	26



7.3.3	Lead indicators.....	26
8.0	SUPPLIER AND CONTRACTOR MANAGEMENT.....	27
8.1	SUBCONTRACTOR SH&E MANAGEMENT.....	27
9.0	HAZARD AND RISK MANAGEMENT.....	28
9.1	HAZARD AND RISK MANAGEMENT.....	28
9.2	JOB HAZARD ANALYSIS.....	28
10.0	MANAGEMENT OF CHANGE.....	30
10.1	GENERAL.....	30
10.2	MANAGEMENT OF CHANGE.....	30
10.3	CHANGES.....	30
11.0	OPERATIONAL CONTROLS.....	31
11.1	ENVIRONMENTAL.....	31
11.1.1	Legal and Other Requirements.....	31
11.1.2	Environmental Incident Reporting.....	31
11.1.3	Waste Management.....	31
11.1.4	Recycling.....	31
11.1.5	Hygiene.....	31
11.1.6	House Keeping.....	32
11.1.7	Fauna Management.....	32
11.1.8	Putrescible Waste.....	32
11.1.9	Liquid Waste.....	32
11.1.10	Process Line Waste.....	32
11.1.11	Noise Management.....	32
11.1.12	Dust Management.....	33
11.1.13	Cultural Heritage Management.....	33
11.2	PROCESS CONTROL - PERMIT TO WORK.....	34
11.3	FITNESS FOR WORK.....	35
11.4	SAFETY IN DESIGN AND ENGINEERING.....	35
11.5	PLANT AND EQUIPMENT.....	36
11.6	HAZARDOUS SUBSTANCES.....	36
11.7	PERSONAL PROTECTIVE EQUIPMENT.....	37
11.8	HEALTH AND REHABILITATION.....	37
12.0	EMERGENCY PREPAREDNESS AND RESPONSE.....	38
12.1	EMERGENCY PREPAREDNESS AND RESPONSE.....	38
13.0	DOCUMENTATION AND DATA CONTROL.....	39
13.1	DOCUMENTATION.....	39
13.2	DOCUMENTS AND DATA CONTROL.....	39
13.2.1	Documents and Data Control requirements.....	39
13.2.2	Documents disposal.....	39
13.3	DOCUMENTS AND DATA STORAGE.....	39
13.3.1	Project Management.....	39
14.0	MEASURING AND MONITORING.....	40
14.1	HEALTH ASSESSMENTS.....	40
14.2	WORKPLACE REHABILITATION.....	40
15.0	INCIDENT / NON-CONFORMANCE AND INVESTIGATION.....	41
15.1	INCIDENT RESPONSE AND INVESTIGATION STANDARD.....	41
15.2	LEGAL AND OTHER REQUIREMENTS.....	41
15.3	NON CONFORMANCE.....	41
15.4	INCIDENT RESPONSE AND INVESTIGATION.....	41
15.4.1	Reporting.....	41



**Corporate
Safety, Health & Environment
Management Plan**

Project No: 9000
Document No.: 9000-0040-006-001
Revision: 0
Date: 25/01/2010
Page No.: 4 of 46

15.4.2	Major Incidents.....	41
15.4.3	Incident Investigations.....	42
16.0	RECORDS AND RECORDS MANAGEMENT.....	43
17.0	PERFORMANCE ASSESSMENT AND AUDITING	44
17.1	SAFETY ASSESSMENT - AUDIT	44
17.2	KEY PERFORMANCE MEASURES.....	44
18.0	MANAGEMENT REVIEW	45
18.1	SAFETY, HEALTH AND ENVIRONMENTAL SYSTEM REVIEW	45
REFERENCES – WEB SITES		46
LEGISLATION.....		46
<i>Western Australian Legislation.....</i>		<i>46</i>
<i>Commonwealth Legislation</i>		<i>46</i>
DEPARTMENTS		46
STANDARDS		46
OTHER DOCUMENTATIONS / SOURCES		46



**Corporate
Safety, Health & Environment
Management Plan**

Project No: 9000
Document No.: 9000-0040-006-001
Revision: 0
Date: 25/01/2010
Page No.: 5 of 46

This Corporate Safety Health and Environment (SH&E) Management Plan (SH&EMP) has been developed to define the IPS functions of Integrated Project Solutions (IPS) safety health and environmental management systems at a corporate and an overall project level. Specific Project Safety Health & Environmental Plan will be developed with a Client. It is the private property of IPS and without their consent must not be shown or given to any competitor or third parties or used by the recipient for purposes other than those for which it was issued.

This SH&EMP is based on Australian legislation. However, it must be referenced with local laws in the relevant state, territory or country to ensure legal obligations are met. If none are in existence, this SH&EMP shall form the minimum standard requirements.

Approved by:	Grant Moffat
Position:	Managing Director
Signed:	_____
Date:	25/01/2010

Reviewed by:	JF
Position:	Safety, Health & Environment Coordinator
Signed:	_____
Date:	25/01/2010

REVISION STATUS

Revision No.	Description of Revision	Date	Approved
A	For Review and comment	02/01/2010	Grant Moffat
0	Reviewed and approved for issue	25/01/2010	Grant Moffat

Recipients are responsible for eliminating all superseded documents in their possession.



INTRODUCTION

Company Objectives

IPS Consulting Services Pty Ltd (IPS) is committed to:

- Complying with applicable legislation, codes of practices, guidance notes, Australian and International Standards,
- The application and compliance with the 'duty of care' to all those persons under our care and responsibility,
- The integration of Safety, Health and Environmental aspects into its business, through planning, implementing, monitoring, measuring, auditing, and reviewing of the practices, procedures and process,
- Providing supporting documentation that:
 - Complies with legislative requirements,
 - Meets Industry expectations,
 - Complies with Project / Clients needs and expectations,
 - Focuses on controlling and eliminating identified hazard and risks,
 - Is relevant to subject, project and client requirements and,
 - Current and up to date.
- The involvement of all levels of personnel within the company and those assigned to projects including contractors, subcontractors, deliver operators and visitors,
- Effective management of hazards and risks to reduce and eliminate the potential of those hazards and risks from causing injury or harm to the health of a person, damage to property, plant or the environment and to protect the interests of IPS and the clients,
- The process of continual improvement of practices, documentation and process within our business and within each project,
- Conducting business to eliminate the occurrence of injuries and harm to health to persons in the workplace and
- The provision of required resources to provide a working environment free from hazardous situations.

Company Expectations

IPS is committed to conducting business that meets the intentions of achieving best practice and therefore has an expectation and requirement that;

- All persons comply with legislative and industry requirements to the extent of their abilities and responsibilities,
- All persons actively participate and be involved with safety, health and environmental matters,
- Persons elevate reportable matters to their Supervisor / Manager in a timely manner,
- All persons demonstrate respect for the decision making process,
- All persons allocate appropriate time and effort to the identification, assessment and control of hazards and risk within the workplace and area of responsibility before commencing work and,
- All persons are in attendance at scheduled training courses, meetings and other occasions as required.



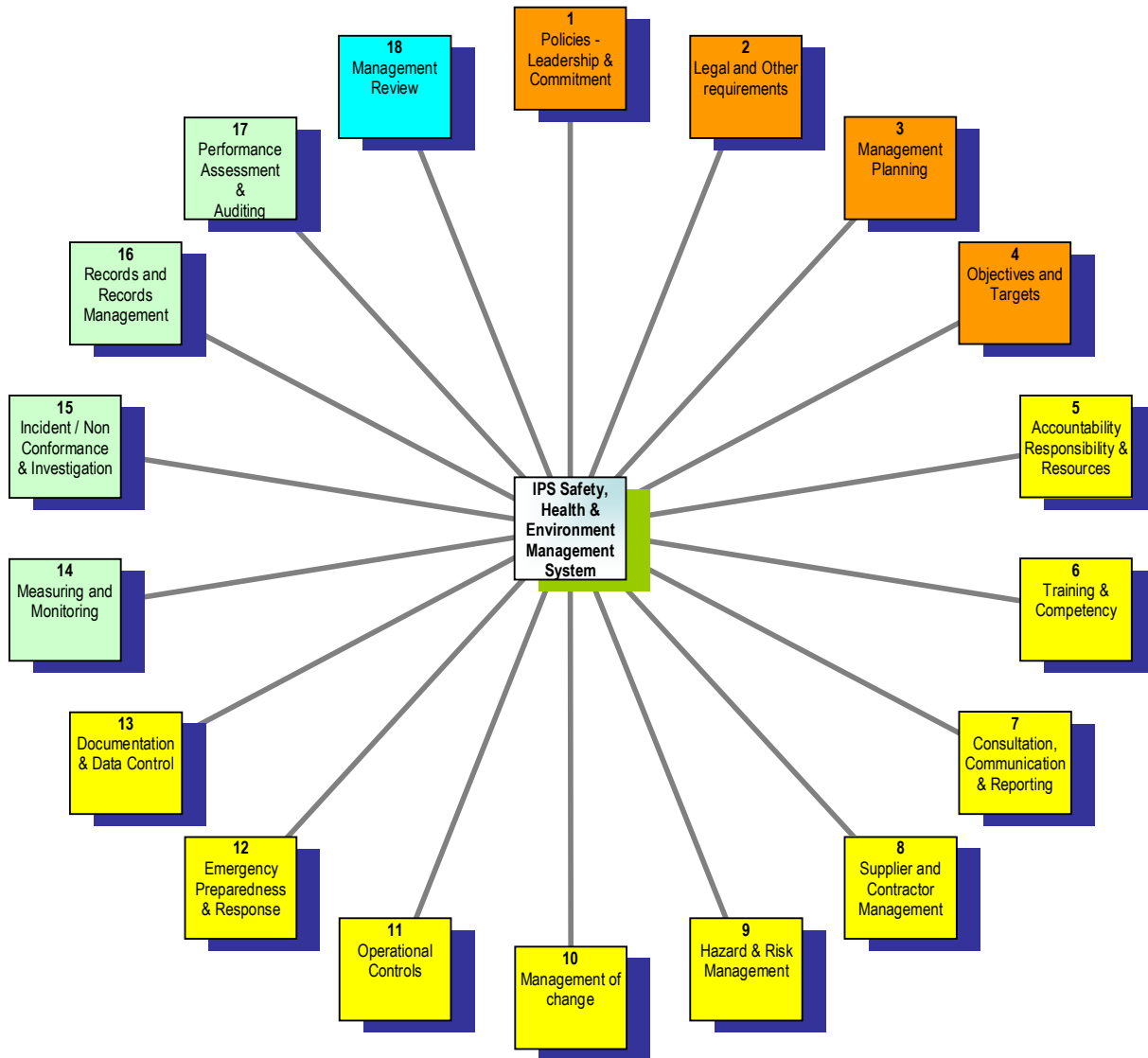
Safety Health and Environment Management Strategies

The strategy for the management of Safety, Health and Environment within IPS and within our Project will follow the following process;

- Document the Safety, Health and Environmental management strategies to meet legislation requirements, industry expectations, client expectations and IPS commitments,
- Compliance with applicable standards, codes of practices and guidelines,
- Communicate openly and honestly in dealing with Safety, Health and Environmental issues, showing respect to the individual,
- Identify applicable training programs to meet training requirements and,
- Continually improve practices, documentation and processes towards achievement of best practise within Safety, Health and Environment.

PROCESS MAPS

IPS Safety, Health and Environmental Management System - Element Overview

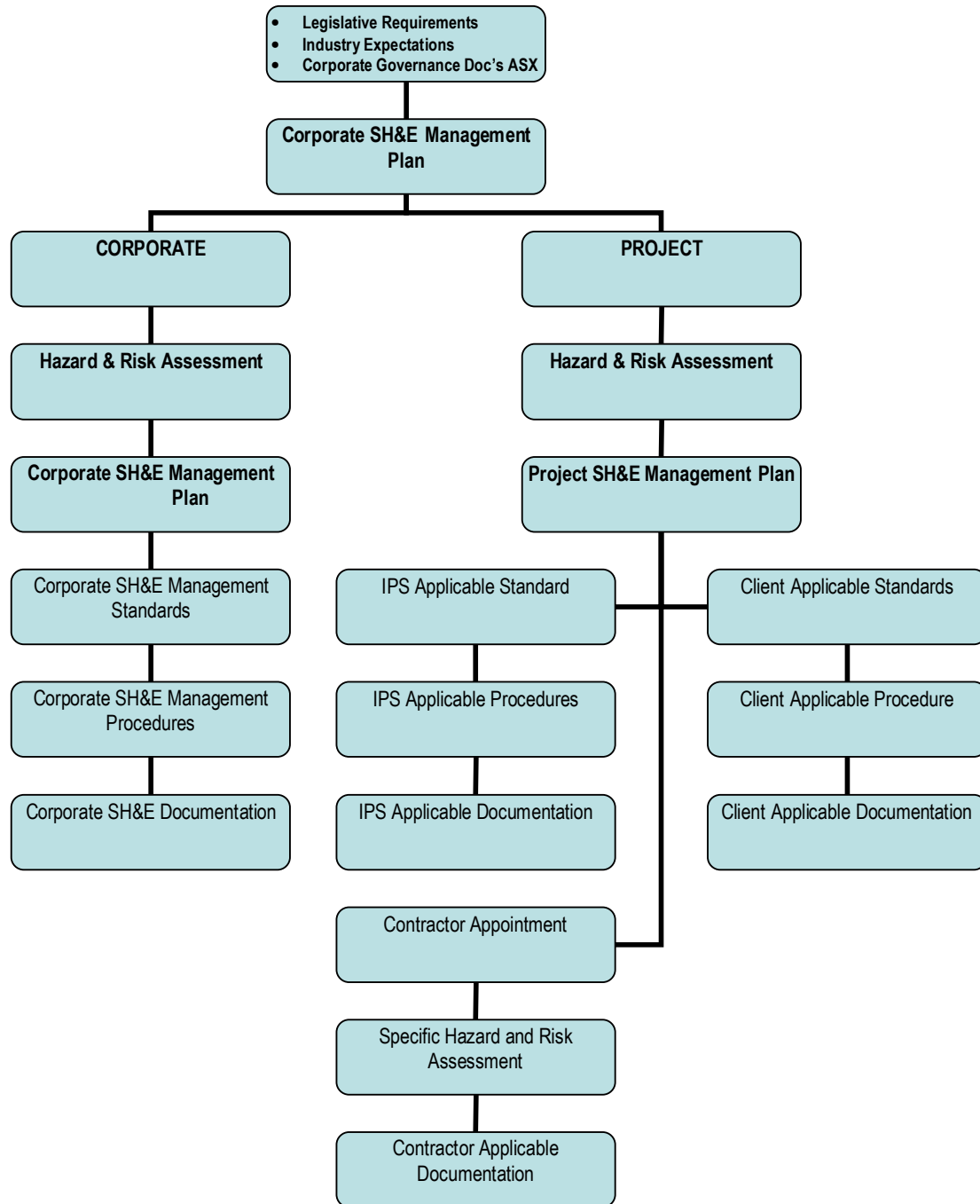


The IPS Safety, Health and Environmental Management System comprises of 18 elements which follow the “**Plan, Do, Check, Act**” process and complies with the fundamental requirements of AS/NZS 4801:2001 – Occupational health and safety management systems – Specification with guidance for use, and AS/NZS ISO 14001:2004 Environmental Management Systems – Requirements with guidance for use.

The 18 Elements provide a structure for IPS Safety, Health and Environmental Management System documentation.

Environmental aspects are consider under **Operational Controls** - See link [Environmental](#). Where a Project has additional environmental issues, a Project Environmental Plan will be developed.

IPS Safety, Health and Environmental Management Plan -documentation chart



The Documentation Chart demonstrates the relationship and hierarchy of Safety, Health and Environmental Management Plan and documentation from Corporate to Projects incorporating the legislative and client requirements to the engagement of Contractors.

The level of documentation may vary between the requirements of IPS and their clients, country of origin. Where difference cannot be agreed to, the more stringent requirements apply.

IPS Safety, Health and Environmental Management Plan -documentation hierarchy



The IPS Safety Health and Environmental Management System includes a Policy Statement, Standards, Management Plan, procedures, work instructions and applicable forms and templates.



**Corporate
Safety, Health & Environment
Management Plan**

Project No: 9000
Document No.: 9000-0040-006-001
Revision: 0
Date: 25/01/2010
Page No.: 11 of 46

1.0 POLICIES – LEADERSHIP AND COMMITMENT

1.1 Safety & Health Policy



Safety & Health Policy

IPS Consulting Services Pty Ltd (IPS) is dedicated to the protection of the Safety and Health of all personnel who are involved in its activities. Accordingly, the Company is committed to providing the highest possible standard of Safety and Health, and the elimination of injury, loss or damage.

The Safety and Health of all personnel is of the utmost importance. Competence of Company management is measured by its performance in Safety and Health. Specific safety targets are set and each project has its performance regularly reviewed.

All members of workplace teams are responsible to participate in a programme of construction support where the pre-planning for the prevention of injury or loss is a constant initiative.

- Management shall ensure that work is performed in a manner such that personnel are not exposed to hazard or risk.
- Personnel shall ensure that all reasonable care is taken so as not to endanger themselves or other persons at a workplace.
- All others shall be encouraged to co-operate and share in all stages of work to ensure that the presences of hazards in the workplace are removed.
- Appropriate education and training is an integral component of the Company's programme and commitment to Safety and Health.

A target of Zero Lost Time injuries at all workplaces has been set and achievement shall be by way of:

- Every employee of the Company accepting Safety and Health as an individual responsibility and a pre-requisite in the planning of all activities.
- Open communication at all levels.
- Training at all levels.
- Acceptance of responsibilities at all levels.
- Monitoring accountability at all levels.

The Company's Safety and Health record shall be a matter of pride for all personnel at all workplaces.

Grant Moffat
Managing Director
IPS Consulting Services Pty Ltd

January 2010



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**Corporate
Safety, Health & Environment
Management Plan**

Project No: 9000
Document No.: 9000-0040-006-001
Revision: 0
Date: 25/01/2010
Page No.: 13 of 46

1.2 Environment Management Policy



Environmental Protection Policy

IPS Consulting Services Pty Ltd (IPS) provides project and construction management services to the private and public sectors.

It is IPS policy to foster a sense of environmental responsibility in providing these services. In partnership with our clients, IPS will endeavour to minimise the environmental impacts in projects over which we have control.

IPS operates in accordance with a professional code of ethics, recognised codes and principles, standards and statutes in the development and construction of its projects. IPS is committed to continually improving our environmental management procedures.

IPS is committed to the elimination of any adverse effects on the environment. In the course of conducting our business, we will ensure that:

- All statutory requirements that deal with the protection of the environment, be they world standard, national standard or local requirements, are to be strictly adhered to.
- Basic and common sense procedures and practices are also to be adopted at all times.
- Any instance that did or could have caused damage to the environment is to be the subject of a report and investigation, for the purposes of preventing recurrence.
- All client specific requirements are to be observed, including the areas of flora and faun preservation.
- Environmental protection awareness programmes are to be implemented at each company workplace, so as to improve employee participation.

Grant Moffat
Managing Director
IPS Consulting Services Pty Ltd

January 2010



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2.0 LEGAL AND OTHER REQUIREMENTS

2.1 Legal Requirements

Legal requirements include:

- Acts of Parliament
- Regulations made under the Acts
- Standards cited in Regulations
- Country Specific Legislation

Practical Guidance includes:

- Standards – Australia/New Zealand, ISO
- Codes of Practice – Worksafe, Resource Safety, All Aust States.
- Guidance Notes – Worksafe, Resource Safety, All Aust States.
- Industry Practices

Safety, Health and Environmental documentation and practices must comply with the legal requirements that are relevant to the particular activities and place of operation being undertaken.

Where legislation states specific requirements, reference must be made to the legislation.

The Corporate Manager Safety, Health and Environment shall ensure that copies of legislation, codes of practice, Guidance notes and other related information are available. This can be achieved by utilising electronic links to relevant web sites or the availability of documents in a dedicated directory or program.

Project Management must ensure that copies of relevant legislation are available on the project site either in hard copy or by way of electronic access.

All Management personnel shall ensure those legal obligations are complied with throughout all phases of activities and when unplanned occurrences arise.

The Auditing process must include the requirement to check for legislation and other relevant documentation.

Notification of legislation changes shall be carried out by the Corporate Manager Safety, Health and Environment or delegate.

Each Project Safety, Health and Environmental Plan must list the applicable legislation and Government Department that has jurisdiction over the Project and for that information to be included in the site Project Induction.

Each Project must satisfy the legal requirements when undertaking specific activities performing work or operating plant and equipment. These activities include;

- Licence Requirements,
- Certificate of Competency
- Registrations,
- Approvals,
- Notifications / Reporting and,
- Record Keeping.

2.1.1 Table - Safety and Health.

This table contains a list of web sites applicable to legal Safety and Health obligations. Those documents with an asterisk (*) are for reference purpose only but contain useful Safety and Health related information.

Name of Organisation	Web Site	Comments
Australasian Legal Information Institute	www.austlii.edu.au	
State Law Publishers	www.slp.wa.gov.au	Western Australian Act and Regulations
Worksafe - Department of Commerce	www.commerce.wa.gov.au/WorkSafe	Worksafe Web Site – Very Useful
Energy Safety	http://www.docep.wa.gov.au/EnergySafety/	WA Electrical Governing Body
Standards Australia	http://www.standards.com.au/catalogue/script/search.asp	Aust Standards
International Organisation for Standardisation	http://www.iso.org/iso/home.htm	ISO Standards
National Occupational Health and Safety Commission (Safe Work Australia)	www.safeworkaustralia.gov.au	Has now changed to Safe Work Australia
Work Cover	www.workcover.wa.gov.au	Worker Compensation
* Federal Safety Commissioner	http://www.fsc.gov.au/	Reference
* Australian Occupational Health and Safety	http://www.ohs.com.au/Sites/index.htm	Reference
* New South Wales Primary Industries	http://www.dpi.nsw.gov.au/messages/dmr-decommission	Reference
* National Institute of Occupational Health and Safety	http://www.cdc.gov/niosh/mining/aboutus/aboutus.htm	Reference

2.1.2 Table - Environment

This table contains a list of web site applicable to legal Environmental obligations. Those documents with an asterisk (*) are for reference purpose only but contain useful environment related information.

Environment		
Department of Environment and Conservation	http://www.dec.wa.gov.au/	Main Site for environmental issues.
Environmental Protection Authority	http://www.epa.wa.gov.au/	Secondary to above site
* Department of the Environment, Water, Heritage and the Arts	http://www.environment.gov.au/	Reference



3.0 MANAGEMENT PLANNING

3.1 Safety, Health & Environment Management System

The Safety, Health and Environmental Management System is made up of:

- Safety, Health and Environmental Management Plan
- Safety, Health and Environmental Standards, Procedures, Forms, and associated documentation.

The Safety, Health and Environmental (SH&E) Management Plan describes the process by which Safety, Health and Environmental System is to be managed.

SH&E Management Plan follows the principals of management system development and implementation in accordance with AS/NZS 4801.2001. "Occupational Health and Safety Management Systems and AS/NZS ISO 14001:2004 Environmental management systems - Requirements with guidance for use

The principal of risk management as outlined in AS/NZS 4360 – Risk Management provides the frame work for Risk Management throughout the operations.

The Safety Health and Environmental Management System (SH&EMS) are designed to form the foundation for the management of occupational safety, health and environmental risks associated with the business undertakings of this organisation.

The Corporate Manager Safety, Health & Environment shall be responsible for the overall development, management, coordination, and continual improvement of the SH&EMS.

3.2 Planning, Implementation and Improvement

3.2.1 Planning

The Corporate Safety Health and Environmental plan shall be developed, managed and coordinated by the Corporate Manager Safety, Health and Environment in accordance with the strategic directions and standard's requirements, for authorisation and approval by the Managing Director.

Project Safety, Health and Environmental Management Plans shall be developed by the Project Director or delegate, reviewed by the Corporate Manager Safety, Health and Environment and approved by the Corporate Manager Safety, Health and Environment and Project Director.

All Safety, Health and Environmental Management Plans shall be developed and approved for each project prior to mobilisation.

All Safety Health and Environmental Management Plans shall consider and include:

- Legislative requirements,
- Operation requirements,
- Project requirements,
- Specific Risks associated with the operation, location and project activities, processes, products, or services,
- Control measures to reduce and/or eliminate identified SH&E risks,
- An Implementation Plan that describes the organisational priorities, management strategies, timelines, and responsible persons and,
- An auditing, inspection and review process to monitor measure and review the implementation strategies to identify opportunities for improvement.



Additional requirements are set out under the heading - Objectives and Targets, and Accountabilities, Responsibilities and Resources.

3.2.2 Implementation

The implementation of the Safety, Health and Environmental Management Plan shall be the responsibility of the Corporate Manager – Safety, Health and Environment.

The implementation process shall include:

- Communication and consultation with all stake holders and interested parties,
- Safety, Health and Environment Implementation Plan which includes requirements resources and responsibilities with a time line for implementation and completion and,
- Monitoring, measuring and auditing the implementation process.

All Management staff shall support and comply with directives, attend implementation and progress meetings and report on progress on a monthly basis.

3.2.3 Continuous Improvement

The Safety, Health and Environmental Management System shall be continually improved:

- Regularly review process of plans, procedures, standards, forms and legislative requirements,
- When unplanned events identify deficiencies in management approach and processes,
- During implementation and operational stages for effectiveness in application and,
- During recording and reporting processes for trends and opportunities for improvement.

All staff are encouraged to report any deficiencies and near misses raise concerns through the Area Supervisor and/or Manager and conduct all activities with safety as a principle requirement.

Persons highlighting/reporting deficiencies, shall not be discriminated against, but shall be supported and involved in the problem solving process.

Refer to IPS Standard: **Planning, Implementation and Improvement**