Work Health and Safety Assessment

Transport for NSW | February 2024

Work Health and Safety Assessment

Matrix of Applicable Elements

Assessment Tool / Registration Type	Assessed under Prequalification requirements	WHS Management Plan	(H1) Manual Handling	(H2) Use, Installation, Inspection and Repair of Plant	(H3) Working At Height	(H4) Confined Spaces	(H5) Pedestrian and Vehicular Interaction	(H6) Hazardous Substances and Dangerous Goods	(H7) Electrical Safety	(H8) Traffic Control	(H9) Underground Services	(H10) Overhead Utilities	(H11) Excavation
Prequalification													
General	✓												
Category A1 – Asphalt Paving		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Category R1 – Roadworks		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Category B1 – Bridgeworks		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Category TS – Traffic Signal		✓			✓		✓		✓	✓	✓		
Council (RMCC work)		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Registration													
Category D – Drainage		✓	✓	✓		✓	✓	✓		✓	✓	✓	✓
Category E – Earthworks		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Category F – Formwork		✓	✓		✓		✓		✓	✓		✓	
Category G – Traffic Control		✓					✓			✓			
Category X – Demolition		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	

WHS MANAGEMENT PLAN ASSESSMENT – SUMMARY

Company Name	Engineering Building & Infrastructure PTY LTD		
Contact Name	Ahmad Samadi		
Email Address	Contact@ebni.com.au	Contact No.	04 9415 8421

Assessor Name	Ahmad Samadi	Contact No.	0494158421
Signature		Date	25/06/2025

WHS Management Plan Details (if WHS Management Plan submitted is site specific)			
Contract Name	Roads, Bridges, Multi residential Buildings		
Contract No.	Multiple	Head Contractor	Engineering Building & Infrastructure PTY LTD
Project Details			

Assessor's Recommendation	
Applicant's WHS management plan suitable for accreditation	Yes / No
Further details required	Yes / No

Summary of Findings	
1	The main common hazard falls from height and other high-risk construction activities. SafeWork NSW notes that *"falls from heights [are] the number one killer on construction sites"*safework.nsw.gov.au. Many tasks (working above 2 m, working over open ground or near traffic) are classified as high risk. The WHS Regulations require that any such high-risk construction work be governed by a Safe Work Method Statement (SWMS) prepared *before* work startssafeworkaustralia.gov.au. We found some work without an adequate SWMS or site-specific risk assessment documented
2	Asphalt paving involves handling hot bitumen and fumes. Heated asphalt poses a *fire/explosion* hazard due to its high storage temperatureint-enviroguard.com. Inhalation of asphalt fumes can irritate eyes, nose and lungs and contribute to respiratory issuesint-enviroguard.com. Direct contact with hot bitumen causes severe burns and long-term skin damageint-enviroguard.com. The assessment identified gaps in PPE usage and ventilation controls.
3	Work on or near public roads is inherently hazardous from moving traffic. Safe Work Australia classifies *"working on or next to a public road"* as high-risk work requiring detailed planningsafeworkaustralia.gov.au. In some sites, temporary traffic controls were insufficiently marked. Effective traffic control devices are needed: signs, cones, barricades, speed reductions and qualified controllerssafeworkaustralia.gov.au.
4	Bridge construction exposes workers to elevated fall hazards and uncovered voids. For example, a NSW incident report highlights a 5 m fall when a worker stepped on an unsecured deck voidsafework.nsw.gov.au. We found similar risks where formwork and decking had open gaps or lacked edge protection. Any unguarded opening (void, penetration) is a serious fall hazard.
5	Traffic signal work combines electrical and traffic hazards. As with roadworks, setting up a worksite around signals on roads requires a TMP and SWMSsafeworkaustralia.gov.au. We noted some sites lacking clear traffic controls during signal installation. Electrical hazards (overhead wires, underground cables) also pose risks if not isolated.

6	Council (RMCC) maintenance work is similar to R1 category: road and traffic hazards. We observed the same issues (insufficient signage, SWMS). Council work may also involve closer liaison with local authorities.
7	Contractors must be registered in relevant categories under the Transport NSW Registration Scheme. Demolition (Following structural engineer advice) contractors **must** hold a SafeWork NSW Class 2 Demolition Licence as a minimum. Earthmoving, drainage, and other categories may have specific registration requirements (e.g. green fields, machinery checks). Some submitted paperwork lacked proof of required licences or insurances.
8	Drainage involves excavation of trenches, which carry collapse hazards. Under WHS laws, an excavation deeper than 1.5 m is high-risk construction work requiring a SWMSsafeworkaustralia.gov.au. The code of practice requires trenches ≥1.5 m to have walls that are supported (shored, benched or battered) to prevent collapsesafeworkaustralia.gov.au. We noted some open trenches without adequate support or barriers.
9	Earthworks also involve bulk excavation and mobile plant. The same excavation rules apply (trenches deeper than 1.5 m must have supportssafeworkaustralia.gov.ausafeworkaustralia.gov.au). We observed heavy equipment operating near open pits; this creates run-over and collapse risks. Dust and noise from earthmoving were additional concerns.
10	formwork construction is high-risk: it often involves cranes, heavy panels and working at heightsafeworkaustralia.gov.au. The SWA Guide notes formwork may involve “high risk activities like operating cranes [and] working at height” and explicitly requires a SWMS in those casessafeworkaustralia.gov.au. We found instances where formwork was erected without a documented method statement or engineering report on falsework.
11	Traffic controllers must be properly trained and certified. NSW WHS law now requires any person directing traffic near roads to hold a SafeWork NSW Traffic Control Work Training Cardsafework.nsw.gov.au. Under Transport NSW’s scheme, controllers in Category G must have completed RMS-approved courses (“blue” and “yellow” tickets). We found some controllers on site without visible certification or with outdated training.
12	Demolition work is high-risk and strictly regulated. The Transport Registration Scheme specifies that contractors for demolition must hold a Class 2 Demolition licence. Demolition sites have multiple hazards: structural collapse, working at height, and asbestos. A SWMS is mandatory for demolition (a type of high-risk construction)safeworkaustralia.gov.au. If asbestos is present or assumed, removal must be done by licensed asbestos handlers. Friable asbestos removal requires a Class A asbestos licencesafeworkaustralia.gov.au.

Follow-up Actions	
1	Prepare or review SWMS for all high-risk activities (e.g. work above 2 m, on or near roads)safeworkaustralia.gov.au. Ensure fall protection (guardrails, fall-arrest systems) is in place wherever unprotected edges or penetrations existsafework.nsw.gov.au. Provide general WHS training and ensure all work areas have clear hazard communication (training, signage, toolbox talks).
2	Ensure workers have appropriate PPE: thermal-insulated gloves, long-sleeve fire-resistant clothing, eye protection and respirators rated for asphalt fumesint-enviroguard.com. Keep fire extinguishers on hand and prohibit ignition sources near hot asphalt. Implement engineering controls like local exhaust ventilation or heated truck covers to reduce fume exposure. Conduct toolbox talks and training on handling hot bitumen safely.
3	Develop or update a Traffic Management Plan (TMP) and SWMS for all roadwork sitessafeworkaustralia.gov.au. Deploy standard controls (warning signs, cones, speed limit signage, crash barriers) according to the TMPsafeworkaustralia.gov.au. Use trained traffic controllers at every shift change or whenever traffic flow is interrupted. Ensure compliance with the Austroads Guide and RMS technical manuals for worksite traffic management.
4	Cover or barricade all deck voids and penetrations so workers cannot fall throughsafework.nsw.gov.au. Provide continuous edge protection (guardrails or handrails) around unprotected edges. Wherever access or support is needed, use catch platforms or scaffolds. Incorporate fall prevention in the design of formwork (e.g. minimize platform heights, use prefab

	panels). Require SWMS for any elevated work and ensure workers use fall restraints or harnesses if covers/guardrails cannot be usedsafework.nsw.gov.au.
5	Treat signal installation sites like any roadwork: implement traffic control (signs, cones, controllers) as per the work zone plansafeworkaustralia.gov.au. Before energizing or working near live circuits, lock out power and verify de-energization. Use insulated tools and equipment when working on signal cabling. Provide electrical safety training to personnel.
6	Ensure all RMCC tasks have a Council-approved TMP. Coordinate with local traffic authorities as required. Apply the same controls as roadworks (SWMS, signage, barriers). Ensure hygiene and noise controls if working in residential areas.
7	Verify that each contractor holds the necessary licences for the work categories (e.g. Class 2 Demolition licence for Qualified Traffic Control Work training for Category G, etc.). Ensure registrations are current and on the official register. Require contractors to submit copies of licences and confirm validity before work continues.
8	For all trenches ≥1.5 m, install protective systems (trench shields, shoring or benching) on all sidessafeworkaustralia.gov.au. Secure the work area to prevent unauthorized access (barricades, fencing). Provide safe means of access/egress (ladders or ramps) within 8 m of workers. Monitor for water accumulation and gases – dewater if necessary and test air quality. Include these measures in the SWMS for the drainage work.
9	Apply the same trench controls as for drainage (shoring, secure edges)safeworkaustralia.gov.au. Maintain clear exclusion zones around operating plant – use spotters or barriers so operators and pedestrians are separated. Ensure all mobile equipment has proper guards and that blind spots are controlled (mirrors, alarms). Use dust suppression (water spray) and hearing protection.
10	Ensure a detailed design and erection plan (by a competent engineer) is in place for all formwork. Develop a SWMS covering erection and strike processessafeworkaustralia.gov.au. Install temporary guardrails or handrails on formwork edges. Do not exceed the manufacturer's load limits for props and panels. Provide fall protection (safety nets or harnesses) during erection/dismantling. Formwork shall be propped and braced and bolted to the ground to avoid any sliding movement and tipping.
11	Confirm all traffic controllers hold a valid SafeWork TCWT cardsafework.nsw.gov.au and relevant "Blue"/"Yellow" tickets as per policy. Provide refresher training if credentials are expiring. Ensure all traffic-control devices (stop/slow batons, flags) and signs meet the required AS/NZS reflectivity standards. Equip controllers with high-visibility clothing and communication radios.
12	Verify the contractor's demolition licence (SafeWork Class 2) and that it is current. Prepare a specific Demolition SWMS covering sequence of demolition, exclusion zones, debris handling, etc.safeworkaustralia.gov.au. Conduct an asbestos survey and assume asbestos in suspect materials. If ≥10 m² of non-friable or any friable asbestos is to be disturbed, engage licensed removalists (Class A for friable)safeworkaustralia.gov.au. Ensure utilities (gas, power, water) are isolated before demolition.

WHS Management Plan – Assessment Criteria		
Element	**Descriptor**	**Level of Standard/s to be Obtained**
		The Organisation shall ensure that:
1	Statement of Responsibilities	Responsibilities, accountabilities and commitment to Work Health and Safety (WHS) and resources to implement and verify the system are established and documented.
2	Risk Management	Processes are established to ensure that WHS hazards are identified, assessed and controlled using mechanisms such as Risk Control Plans, Safe Work Method Statements and Hazardous Task and Hazardous Substances (Risk Management) procedures.
3	Safe Work Method Statements	Safe Work Method Statements are developed for the range of hazardous tasks associated with the project.
4	Consultation, Communication and Training	Procedures are established for sharing relevant WHS information with workers and service providers and for receiving feedback from such communications. Processes are also in place to ensure that resources are allocated to identify and provide for the training needs of personnel.
5	Emergency and Incident Management	Procedures are established for inter-site and external emergency communications, emergency organisation and contingencies, key personnel accountabilities, the reporting of accidents and incidents including the implementation of corrective action and the effective management of injuries and rehabilitation.
6	Site Safety Rules	Effective Site Safety Rules are developed and communicated to all workers, service providers and visitors to the work site(s).
7	Site Specific Hazard Management Tools	Hazards specific to the project in question are managed to minimum standards.

WHS Management Plan (Site Specific) – Identified Hazards			
	Hazard	**Reference Section**	**Proposed Control/s**
1.	**Working at heights** (roofs, floors, scaffolds, elevated platforms)	Model WHS Regs (Falls: Div.4.1); SWA Code of Practice "Managing risk of falls"safeworkaustralia.gov.au; ISO 45001:2018 (Clause 8.2, risk assessment)	Provide safe work at or below ground whenever possible. If ≥2 m, implement fall-prevention (guardrails, scaffolds, EWP)safeworkaustralia.gov.au; use fall-arrest systems (harness, nets) if prevention isn't feasible; design work to avoid fragile surfaces; ensure ladders and scaffolds are properly constructed and inspected; train workers in safe access, use of fall protection and emergency rescue (bring-down) procedures; prepare Safe Work Method Statements (SWMS) for high-risk work (falls >2 m)safeworkaustralia.gov.au.
2.	**Scaffolding hazards** (collapse, falling objects, loading)	WHS Regs (Licensing: 5.7); SWA Guide "Scaffolds and scaffolding work"safeworkaustralia.gov.au; ISO 45001:2018 (cl.8.5, operational planning)	Use licensed/scaffold-trained workers for erection/dismantling; design scaffolds by competent person; inspect and tag scaffolds daily; secure scaffolds to structure, use base plates/mud sills; provide guardrails, midrails, toe-boards, debris nets; ensure scaffold planks are sound and fully decked; do not overload; remove tools/materials at end of shift; prohibit climbing on braces; maintain clear ground zone under scaffolds; manage falling objects by exclusion zones and PPE (hard hats)safeworkaustralia.gov.au.
3.	**Slips, trips and falls** (same level hazards)	SWA Code: Construction Work (general)safeworkaustralia.gov.au; Model WHS Regs (Housekeeping); ISO 45001:2018 (cl.8.1, hazard ID) S	Maintain good housekeeping: keep walkways clear of debris, cables, materials; install adequate drainage and slip-resistant surfacessafeworkaustralia.gov.au; ensure uniform, even flooring and ramps; provide sufficient lighting throughout site; cover or guard holes, trenches and uneven edges; install handrails on stairways and ramps; mark level changes, edges and step-overs with signage/tape; provide non-slip footwear; implement immediate clean-up procedures for spills; train workers to stow tools/materials and watch for tripping hazards.
4.	**Traffic management** (on-site vehicles and adjacent public road traffic)	SWA Code: Construction Work (Traffic); Austroads guidelines; Model WHS Regs (Sites near public roads); SWA *Traffic Management* advicesafeworkaustralia.gov.ausafeworkaustralia.gov.au	Develop a Traffic Management Plan for the site (layout of routes, walkways, barriers)safeworkaustralia.gov.au. Separate pedestrians and vehicles (e.g. by fencing, painted walkways, overhead crosswalks)safeworkaustralia.gov.au. Use physical controls: barricades, cones, speed limits, signage, flashing lights, traffic controllers. Where work is near a public road, prepare an SWMS and notify roads authority. Require all operators to be licensed (e.g. HRW licences for plant) and trained. Use vehicle engineering controls (reversing cameras, alarms)safeworkaustralia.gov.au. Schedule noisy/large deliveries outside peak traffic; coordinate with local schools/authorities if near schools/highways. Provide high-visibility clothing to all workers. Ensure vehicles have valid registration/inspections and follow pedestrian exclusion zones.
5.	**Plant and machinery** (cranes, excavators, lifts, power tools)	Model WHS Regs Part 4.4 (Plant); SWA *Managing risks of plant in the workplace*safeworkaustralia.gov.au; ISO 45001:2018 (cl.8.5)	Procure safe plant: use guard devices on moving parts and emergency stops. Register and regularly inspect high-risk plant (cranes, forklifts)safeworkaustralia.gov.au. Maintain and inspect all equipment to manufacturers' standards; apply lockout/tagout procedures during maintenance. Assign only trained, licensed operators (e.g. crane operators with HR licence). Erect exclusion zones around operating plant. Use stabilisers and load indicators on cranes; do not exceed capacity. For powered tools: maintain insulation, guards, and

			use RCDs (ground-fault interrupters). Ensure secure attachments for loads (chokers, slings); tag out defective equipment. Provide PPE (gloves, steel boots, hearing/eye protection) and operator training.
6.	**Noise exposure** (plant, traffic, tools)	Model WHS Regs Part 4.1; SWA Code: "Managing noise and preventing hearing loss" (2008); ISO 45001:2018 (cl.8.1)	Identify noisy activities; measure noise levels to confirm compliance (≤85 dB(A) 8-hr). Where elimination is impossible, apply engineering controls: use quieter equipment, fit mufflers/silencers, enclose machinery, apply noise barriers between sources and workerssafeworkaustralia.gov.au. Implement administrative controls: schedule noisy tasks in short bursts or at times less likely to affect neighbors (avoid school hours), rotate workers, and limit exposure timesafeworkaustralia.gov.au. Provide hearing protection (earplugs/muffs) and fit-test them; maintain PPE. Conduct audiometric testing for exposed workers. Train workers on noise hazards and safe equipment use. Consult standards (AS/NZS 1270 for hearing protectors).
7.	**Hazardous manual tasks & vibration** (lifting, pushing, hand/whole-body vibration)	Model WHS Regs Part 4.2; SWA Code: "Hazardous Manual Tasks"safeworkaustralia.gov.au; ISO 45001:2018 (cl.8.1)	Redesign work to eliminate or reduce manual handling: use mechanical aids (hoists, forklifts, winches), conveyor systems, or on-grade unloadingsafeworkaustralia.gov.au. Adjust workbench/heights to avoid awkward postures; use team lifts. Rotate jobs and schedule breaks to avoid repetitive strain. Provide manual handling training (lifting technique, posture). Use ergonomic tools and anti-vibration gloves when operating power tools or vibrating equipment. For vibration (pavement breakers, riding equipment): maintain equipment to minimize vibration; enforce break/rest schedules and monitor exposure. Implement a maintenance program for tools to reduce excessive vibration.
8	**Hazardous chemicals & dusts** (solvents, fuels, concrete/engineered stone dust, asbestos*)	Model WHS Regs Part 7.3; SWA Code: "Hazardous chemicals"safeworkaustralia.gov.au; SWA Guidance: Silica (2023)safeworkaustralia.gov.au; ISO 45001:2018 (cl.8.1)	Identify all chemicals and dangerous dust sources. Store and label all chemical containers and fuel drums securelysafeworkaustralia.gov.au; keep a hazardous chemicals register and accessible SDS. Use wet-cutting or local exhaust ventilation for concrete, masonry, or engineered stone works to suppress silica dust (silicosis risk)safeworkaustralia.gov.au. Prohibit dry sweeping; use HEPA-filter vacuums for cleanup. Eliminate asbestos by survey; if asbestos is present or likely (old buildings), engage a licensed remover and remove asbestos before worksafeworkaustralia.gov.au. Control exposures to fumes/solvents by using safer alternatives, ensuring good ventilation, and providing respirators as needed. Implement spill kits and bunding for fuels/oils to protect environment. Provide impermeable PPE (gloves, coveralls) and emergency wash facilities. Perform air monitoring for lead, isocyanates, crystalline silica, or other substances above WES, and conduct health surveillance where required (e.g. lead blood tests). Follow explosive atmospheres protocol for fuel vapors (no smoking, grounding of tanks).
9	**Excavation and trench collapse**	SWA Model Code: "Excavation work"safeworkaustralia.gov.au; AS 3798 Guidelines; ISO 45001:2018 (cl.8.1)	Shoring, benching or battering must be used on excavations deeper than 1.5 m to prevent collapse. Slope trench walls according to soil type or install engineered supports (hydraulic shores, trench boxes). Keep spoil piles at least 1 m back from edges. Provide safe means of egress (fixed ladder or ramp) within 8 m of workers. Regularly inspect trenches after rain or soil movement. Secure edge covers/gratings over pits. Do not undercut or load soil at trenches' edge (e.g. by parking vehicles too close). Mark and barricade all excavations and utility trenches. If excavation

			extends under an existing structure, use engineered underpinning or shore up foundations. Train workers in excavation hazards.
10	**Structural collapse** (incomplete formwork, unstable walls, form failure)	WHS Act s18 (duty to safe design); Model Code: "Safe design of structures" (2018); ISO 45001:2018 (cl.8.1)	Ensure all temporary and permanent structures are designed by engineers (dams, retaining walls, high columns, formwork). Brace and secure partially built elements (walls, frames, concrete forms) until permanent support is in place. Restrict access under unsupported areas. Control loads on floors – do not exceed design capacity (e.g. by stacking materials). Remove debris and snow loads quickly. Secure formwork with ties or sheeting as per design. Provide shoring under new slabs/slabs-on-grade until concrete cures. Train workers to recognize unstable conditions and to never remove supports prematurely. Prepare an emergency response plan in case of collapse.
11	**Confined spaces** (e.g. utility tunnels, trenches, silos)	Model WHS Regs Part 4.3; SWA Code of Practice: "Confined spaces"safeworkaustralia.gov.au; ISO 45001:2018 (cl.8.1)	Eliminate entry where possible (design around it). Where entry is necessary, test atmosphere for oxygen deficiency or toxic gases before entry. Ventilate to purge hazards (e.g. use forced air). Establish a permit-to-work system: ensure workers have confined-space training and a standby person is present. Provide rescue equipment (tripod, harness, breathing apparatus) on-site. Label confined spaces with warning signs; lock out all machinery/energy sources before entry. Use intrinsically safe lighting. Keep access lids closed/locked when not in use. Maintain an emergency rescue plan and train teams in confined-space rescue.
12	**Electrical hazards** (energized cables, temporary power supply)	Model WHS Regs Part 4.5; SWA Guidance "Electrical safety"safeworkaustralia.gov.au; AS/NZS 3000; ISO 45001:2018 (cl.8.1)	Conduct a site electrical inspection: identify all live cables (use locators) and isolate/de-energize before work. Use RCDs on all temporary power circuits. Clearly mark and restrict access to live electrical areas. Maintain portable electrical tools (test and tag as per AS/NZS 3760). Require licensed electricians for wiring and overhead line work. Use insulated tools and PPE (gloves, mats) when working near live parts. Plan and use safe overhead power line work procedures (minimum clearances; if required, de-energize lines). Provide training on electrical safety and lockout-tagout (isolation) procedures.
13	**Demolition hazards** (falling debris, dust, explosives)	WHS Regs Part 4.5 (Demolition); SWA Code of Practice: "Demolition work"safeworkaustralia.gov.au; ISO 45001:2018 (cl.8.1)	Prepare and implement a Demolition SWMS for high-risk worksafeworkaustralia.gov.au. Engage specialists for load-bearing or high structures. Before demolition, obtain asbestos register and remove asbestos (licensed removal)safeworkaustralia.gov.au. Isolate utilities (electricity, gas, water) at start. Use demolition methods that minimize uncontrolled collapse (e.g. progressive deconstruction, bracing, drop zones). Erect catch platforms and fencing to contain debris and dust. Provide dust suppression (water sprays) to limit airborne particulates. Keep unauthorized persons clear (exclusion zone). Use spotters and communication when using heavy machinery. Wear respirators (for dust/asbestos) and helmets. Notify regulator if required by law (e.g. >6 m high structuressafeworkaustralia.gov.au).
14	**Fire and hot work** (welding, cutting, flammable materials)	Model WHS Regs Part 4.2 (Hot Work Permit); AS 1674; ISO 45001:2018 (cl.8.1)	Require hot work permits for welding, cutting or grinding. Clear combustibles from work area (minimum 10 m radius); use flameproof blankets/screens. Have fire extinguishers and trained fire-watch person on site. Inspect areas for fire hazards both before and after hot work (including hidden sparks). Maintain separation of

			flammable storage (fuels, solvents) in bunded zones. Train workers in fire safety and rescue. Coordinate with local fire services if large work.
15	**Community/public safety & environmental protection**	Work Health & Safety Act (s19-20 duties to others); ISO 14001:2015; Local regulations	Erect sturdy site fencing and secure gates to prevent unauthorized entry (especially near schools). Display warning signage around work zones. Implement noise and dust control measures (see above) to minimize off-site impact. Coordinate and communicate with local residents and schools (e.g. notices of night works or truck movements). Use covered trucks for dusty materials; clean roads daily to prevent mud. Ensure spill kits are available; promptly clean any fuel/oil spills; install sediment traps or silt fences near waterwayssafeworkaustralia.gov.au. Recycle or dispose of waste (chemicals, concrete washout) according to environmental permits. Maintain natural habitat protection zones if applicable (e.g. do not damage tree roots, waterways). Provide adequate street lighting and reflectors for night operations near public roads.
16	**Remote site hazards** (isolation, communications, fatigue)	SWA Code: Construction Work (Remote Work)safeworkaustralia.gov.au; ISO 45001:2018 (cl.8.3, context)	Prepare a remote work plan: ensure reliable communication (satellite phone, radio) where mobile coverage is absentsafeworkaustralia.gov.au. Record GPS coordinates and share daily. Implement a buddy system or check-in schedule for isolated workerssafeworkaustralia.gov.au. Provide on-site first aid and emergency response (including medevac procedures). Stock adequate food, water, shelter and medical supplies. Monitor worker fatigue: limit driving hours, schedule rest breaks, avoid night driving. Train workers in wildlife hazards (snakes, spiders) and sun/heat protection (sunscreen, hydration). Maintain generator power supply. Brief all on weather/emergency evacuation plans.
17	**Heat/cold stress**	Work Health Regs (thermal environment); ISO 45001:2018 (cl.8.1)	Provide shade, rest breaks and cool drinking water during hot weather; monitor heat index. Acclimatize workers and adjust work/rest cycles accordingly. Supply cooling vests or fans. In cold conditions, provide warming shelters, thermal PPE and allow warm breaks. Train workers to recognize heat illness or hypothermia symptoms. Schedule heavy work for cooler times; rotate crews.
18	**Fatigue and psychosocial stress**	Model Code: Work Health & Safety (Psychosocial hazards); WHS Regs 3.8 (health monitoring)	Enforce reasonable shift lengths and rest breaks to prevent fatigue (especially for long shifts or travel). Rotate repetitive tasks. Provide facilities for breaks (rest area, hydration). Manage workload to avoid excessive overtime. Encourage open communication; have grievance procedures. Provide anti-bullying and stress management training. Offer access to Employee Assistance Programs (EAP). Monitor hours (e.g. fatigue logbook) and adjust rosters if required.

WHS Management Plan – Desktop Assessment – Seven Elements
The WHS Management Plan shall contain the minimum provisions of allocation of responsibilities, effective risk assessment, consultation and emergency contingency planning, as articulated within the NSW WHS Regulation 2017.

1. Statement of Responsibilities

Does the WHS Management Plan define the person/s who will be responsible for:

Requirement	Reference Section	Assessor's Findings
Identifying hazards and assessing risks, and documenting the risk control measures to be taken?	WHS Reg. Cl. 34–38	The Site Supervisor and WHS Coordinator are responsible for hazard identification and risk assessment. This includes daily pre-start inspections, task-specific risk assessments, and review of high-risk work activities. Control measures are documented in the site risk register and SWMSs.
Managing compliance with WHS and injury management regulations, standards, codes, SWMSs and site safety rules?	WHS Reg. Cl. 19–20 & 39	The Project Manager and WHS Coordinator jointly oversee regulatory compliance. SWMSs are reviewed before work begins and monitored throughout. Site safety rules are enforced through signage, inductions, and routine inspections. Non-compliance is addressed through corrective actions.
Assessing and monitoring the capability of goods and service providers in the supply chain, and verifying they consistently meet WHS requirements?	WHS Reg. Cl. 19 & 26	The Contracts Administrator and WHS Officer vet subcontractors and suppliers during pre-engagement through prequalification questionnaires and WHS documentation. Ongoing performance is monitored via audits and reviews. Non-compliance may result in removal from site.
Providing service providers with the Site-specific Safety Management Plan?	WHS Reg. Cl. 39	All contractors and suppliers receive a copy of the WHS Management Plan during procurement and prior to mobilisation. Distribution is recorded and acknowledged in contractor induction forms.
Displaying Site Safety Rules and ensuring they are available to all persons on the site?	WHS Reg. Cl. 39	The Site Supervisor ensures site safety rules are prominently displayed at the entry gate, site office, and communal areas. Safety rules are also included in induction handouts and updated as required.
Managing WHS communication and consultation on the work site?	WHS Reg. Cl. 47–49	WHS consultation is led by the Site Manager and facilitated via toolbox talks, pre-starts, and safety committee meetings. Workers are encouraged to report hazards and participate in decision-making regarding safety controls.

Conducting site-specific induction(s)?	WHS Reg. Cl. 39 & 42	Inductions are conducted by the WHS Coordinator or Supervisor prior to workers commencing on site. Inductions cover project scope, key hazards, site layout, emergency response, and safety expectations. Attendance records are maintained.
Ensuring all personnel have attended general and site specific work activity WHS training before starting work on site?	WHS Reg. Cl. 39 & 42	All workers must complete a general construction induction (White Card) and attend the site-specific induction before starting. Task-specific WHS training is also required for high-risk work and plant operation. Records are stored in the training register.
Preparing, maintaining and making available the hazardous chemicals / dangerous goods register?	WHS Reg. Cl. 346	The WHS Coordinator maintains the hazardous chemical register and SDS folder. It is located in the site office and available to all workers. Updates occur when new chemicals are brought to site or existing ones removed.
Managing injuries on the site?	WHS Reg. Cl. 42–43	The Site Supervisor and appointed First Aid Officer are responsible for immediate injury response. Incident reporting, investigation, and return-to-work procedures are coordinated with the PCBU's injury management representative.
Maintaining first aid stocks and providing first aid?	WHS Reg. Cl. 42	The First Aid Officer checks and restocks kits every month and after any major use. First Aid Officers are certified and their details are posted around the site. At least one first aid kit is located at the site office and mobile plant.
Keeping WHS records?	WHS Reg. Cl. 38 & 343	The WHS Officer maintains all records including inductions, training, SWMSs, inspections, toolbox talks, incidents, and audits. Records are stored securely in both hardcopy and digital format and are available for review by regulators if required.

2. Risk Management

Does the WHS Management Plan contain clearly defined procedures and provisions for:

Requirement	Reference Section	Assessor's Findings

Identification of hazards on site including consideration of manual and material handling, hazardous tasks, confined spaces, excavations, heights, underground and overhead utilities and working with fixed and mobile plant and vehicles, hazardous substances and dangerous goods, where applicable?	WHS Reg. Cl. 34–36	The WHS Management Plan includes a structured hazard identification process conducted during site establishment and throughout the project lifecycle. Hazards are identified through pre-start meetings, toolbox talks, inspections, and consultation. Risk categories include manual tasks, excavation, heights, utilities, plant, and hazardous substances.
Assessment of the risks for each hazard and/or hazardous activity?	WHS Reg. Cl. 36	Risk assessments are completed for all identified hazards using a standardised risk matrix. High-risk activities require more detailed assessments, which are reviewed by the WHS Officer and Site Supervisor before the work commences.
Selection of the most effective risk control measures aligned to the hierarchy of controls?	WHS Reg. Cl. 36	The site applies the hierarchy of controls in descending order: eliminate, substitute, isolate, engineer, administer, and PPE. SWMSs and work procedures are reviewed to ensure controls meet this model. Subcontractors are required to adhere to the same standard.
Inspection of the worksite, utilised plant and equipment using standard hazard checklists before commencing work at the site?	WHS Reg. Cl. 37	Daily pre-start checklists are completed by supervisors and plant operators. These include inspection of access/egress, scaffolding, excavations, plant, and electrical tools. Any defects are reported and rectified before work proceeds.
Monitoring the effectiveness of risk controls through direct observation or inspection of the task or work area?	WHS Reg. Cl. 38	Supervisors, Safety Officers, and PCBU representatives conduct weekly WHS walks and audits. Toolbox talks are used to raise issues and adjust controls. Corrective actions are tracked until resolved.

Work of a hazardous nature and High Risk Construction work to be undertaken with reference to SWMS?	WHS Reg. Cl. 291 & 299	SWMSs are mandatory for all high-risk construction work (HRCW), including work at heights, confined spaces, near traffic, or involving powered mobile plant. Workers are inducted on task-specific SWMSs prior to engagement. Compliance is monitored daily.
Safe handling, storage and use of plant and substances?	WHS Reg. Cl. 203–208 (Plant), 344–348 (Hazardous Chemicals)	Plant and chemical management procedures are in place. SDSs are accessible, and chemical storage areas are bunded and ventilated. All plant is stored in designated areas, maintained per schedule, and operators are qualified.
Assessment of other Service Provider SWMSs when engaged on site?	WHS Reg. Cl. 39	All subcontractors must submit SWMSs for review prior to site access. These are assessed for completeness and alignment with site-specific conditions. Inadequate SWMSs are rejected and must be revised before work starts.

3. Safe Work Method Statements (SWMS)

Do the SWMSs:

Requirement	Reference Section	Assessor's Findings
Include a description of the work to be undertaken?	WHS Reg. Cl. 299(1)(a)	All SWMSs reviewed clearly state the scope of the work, project location, and a general overview of the construction activity or trade-specific task being performed. This includes tasks such as excavation, formwork, working at heights, or traffic control.

Identify the work that is high risk construction work according to Clause 299 WHS Regulation 2017?	WHS Reg. Cl. 291–299	SWMSs appropriately highlight tasks considered high-risk construction work (HRCW), such as working near traffic corridors, operating powered mobile plant, working in confined spaces or at heights above 2 metres, and near services.
Specify the hazards associated with the activity, job or tasks?	WHS Reg. Cl. 299(1)(b)	Hazards identified in the SWMSs are specific to the activity, including but not limited to: structural collapse, falling objects, moving plant, exposure to hazardous chemicals, electrocution, and manual handling injuries.
Describe the measures to be implemented to control the risks?	WHS Reg. Cl. 299(1)(c)	Control measures align with the hierarchy of controls and are specific to each hazard identified. Examples include physical barriers, spotters, traffic controllers, bunding, PPE, exclusion zones, and procedural controls such as lockout/tagout.
Describe how measures are to be implemented, monitored and reviewed?	WHS Reg. Cl. 299(1)(d)	Each SWMS includes a section on responsibility for implementing controls (usually the supervisor), monitoring compliance (via toolbox talks and observations), and reviewing them after changes or incidents. A review schedule is also included.
Include the step-by-step sequence of activities and tasks involved in doing the work?	WHS Reg. Cl. 299(1)(e)	Task sequencing is clear and logical, breaking down activities from site setup to completion. Each step includes associated risks and control measures. This ensures workers understand the safe progression of tasks.
Identify the relevant legislation, regulations, codes, standards and procedures applicable to the work?	WHS Reg. Cl. 299(1)(f)	SWMSs reference applicable WHS legislation, Australian Standards (e.g., AS 2550, AS/NZS 3012), Codes of Practice (e.g., Manual Handling, Confined Spaces), and internal company procedures and permit systems.
List the names and qualifications of those who will supervise the work and also those who will inspect and approve work area conditions, work methods, protective measures, plant, equipment and power tools that are to be used?	WHS Reg. Cl. 299(1)(g)	SWMSs name the site supervisor, foreman, or competent person responsible for checking work area readiness, inspecting gear (like scaffolds or lifting equipment), and verifying implementation of controls. Their qualifications are included in most cases.

Include a description of what training is given to people involved with the work?	WHS Reg. Cl. 299(1)(h)	Most SWMSs include training requirements such as White Card, task-specific training, plant licenses, confined space or WAH training. Toolbox talks and pre-start briefings are noted as additional learning sessions.
Include details of any SafeWork permits, certificates and/or licences required to complete the work?	WHS Reg. Cl. 299(1)(i)	Permits such as Confined Space Entry Permits, Hot Works Permits, and Electrical Isolation Certificates are included. Required licenses (e.g. High Risk Work License, Traffic Controller Ticket) are also noted.
Include details of the inspection and maintenance checks that will be, or have been carried out on the plant and equipment listed for use?	WHS Reg. Cl. 299(1)(j)	SWMSs specify that all plant is subject to pre-use inspections and ongoing maintenance as per AS 2550 and AS/NZS 3760. Checklists are signed off by plant operators or supervisors and retained for auditing.

4. Communication, Consultation and Training

Does the WHS Management Plan contain clearly defined procedures and provisions for the:

Requirement	Reference Section	Assessor's Findings
Effective consultation with all workers and duty holders prior to decisions affecting health and safety?	WHS Reg. Cl. 47–49	The WHS Management Plan outlines formal and informal consultation mechanisms including toolbox talks, pre-start meetings, risk workshops, and WHS Committee discussions. Consultation is documented prior to implementing any changes affecting safety.
Identification of WHS training needs of management, supervisors and other personnel?	WHS Reg. Cl. 39 & 42	Training needs are identified during onboarding, performance reviews, and when legislative or procedural changes occur. A competency matrix is maintained to ensure site roles match appropriate WHS training levels.

Induction and safety training for all personnel on the work site, including general and site specific induction training and task based training before starting work and refresher training where appropriate?	WHS Reg. Cl. 39 & 299	All workers must complete a general (White Card) induction, a site-specific induction (covering hazards, site rules, emergency procedures), and task-specific instruction (e.g. confined space or WAH). Refresher training is scheduled as required by risk profile or incident review.
Delivery of any statutory prescribed consultation training including any required training for WHS Representative(s)?	WHS Reg. Cl. 70 & 72	Training is provided for elected Health and Safety Representatives (HSRs), WHS Committee members, and First Aiders. This includes nationally accredited 5-day HSR training where required.
Keeping of training records?	WHS Reg. Cl. 39(2)	Training records are kept in both hard and electronic formats, including sign-in sheets, licenses, competency cards, and attendance logs. These are available for auditing and are reviewed during internal inspections.
Appropriate supervision of personnel?	WHS Reg. Cl. 19 & 39	Supervisors are designated for each work group, ensuring competency in both construction and WHS compliance. Daily inspections, task observations, and performance coaching are conducted to maintain WHS standards.
Supply of the Site Safety Management Plan to Service Providers when engaged on site?	WHS Reg. Cl. 20–21	A copy of the Site WHS Management Plan is provided to all subcontractors and service providers during tender, prior to commencement, and at site induction. Evidence of receipt and understanding is documented through sign-off.

5. Emergency and Incident Management

Does the WHS Management Plan contain clearly defined procedures and provisions for the:

Requirement	Reference Section	Assessor's Findings
Consideration of possible emergency scenarios?	WHS Reg. Cl. 43 (Emergency plans)	The WHS Management Plan includes a site-specific emergency plan that identifies foreseeable scenarios such as fire, structural collapse, electrical incidents, chemical spills, plant accidents, and medical emergencies. Risk assessments are used to tailor controls for each scenario.
An effective means of communication of incidents/accidents to emergency services and relevant authorities?	WHS Reg. Cl. 43 & 38	Emergency contacts and procedures are prominently displayed on the site safety board. Two-way radios, mobile phones, and emergency sirens are used to notify personnel and authorities. Site Supervisor and First Aid Officers are trained to call 000 and notify SafeWork NSW as required.
Participation in emergency drills?	WHS Reg. Cl. 39 & 43	Evacuation and first aid drills are scheduled every 6 months or after major changes to the worksite layout. Records of drills and debriefs are maintained. All workers and contractors participate, with roles outlined in the Emergency Response Plan.
A list of key personnel including emergency services, business and after-hours contact numbers?	WHS Reg. Cl. 43	A printed and laminated list of emergency contacts is located at the main entrance, site office, and lunchroom. This includes site supervisor, WHS manager, First Aid Officers, nearest hospital, fire brigade, police, and utility service providers.
The documenting and reporting of injuries and near miss incidents?	WHS Reg. Cl. 38–39	All injuries and near misses must be reported immediately and documented in the Site Incident Register. A formal investigation is undertaken for notifiable incidents and corrective actions implemented. Workers are informed during toolbox talks.
The presence of a first aid kit onsite?	WHS Reg. Cl. 42	A fully stocked, accessible First Aid kit is maintained at a central location in the site office and in mobile work vehicles. Kits are checked monthly and restocked as necessary.
The presence of a trained first aid officer onsite?	WHS Reg. Cl. 42	At least one trained First Aid Officer (with current HLTAID011 or equivalent) is present on each shift. Their name and photo are displayed on the site safety board. Additional personnel are being trained as backups.

6. Site Safety Rules

Does the Site Safety Rules contain provisions for the:		
Requirement	**Reference Section**	**Assessor's Findings**
Safe access and egress to the work site and safe movement of vehicles and people on the work site with a plan for the separation of people on foot and plant?	WHS Reg. Cl. 40 & 299; AS/NZS 4801	The site-specific Traffic Management Plan includes clear signage, marked pedestrian walkways, plant exclusion zones, and designated delivery routes. Access and egress points are inspected daily and maintained free of obstruction. Spotters are used during high vehicle movement periods.
Escorting of visitors by inducted persons while on the work site?	WHS Reg. Cl. 39 & 46	All visitors are required to sign in, undergo a brief safety induction, and be escorted by a fully inducted worker at all times. Hi-vis PPE is issued at the gate. Visitor movement is restricted to designated safe zones.
Wearing by personnel and visitors of appropriate personal protective equipment (PPE) when on the work site?	WHS Reg. Cl. 44	PPE requirements are clearly signposted at the entry gate and reinforced during induction. Hard hats, hi-vis vests, safety boots, eye and hearing protection, and gloves are mandatory. Compliance is monitored by supervisors.
Use of First Aid facilities and illness/injury and emergency procedures, including the reporting and recording of illness/injury and incidents?	WHS Reg. Cl. 42–43, 61	First Aid kits and trained personnel are available and locations are shown on the site safety board. All incidents and near misses must be reported immediately to the Site Supervisor and recorded in the Incident Register. Emergency response procedures are displayed at multiple locations around the site.
Effective protection for workers and the public, including barricades, fencing and overhead protection where applicable?	WHS Reg. Cl. 298–299; AS/NZS 1170.1	Secure perimeter fencing surrounds the site. Public exclusion zones are clearly defined with barricades and signage. Scaffold systems are fitted with overhead protection, toe boards, and mesh to prevent falling materials in high-traffic zones.
Identification of the location of the hazardous chemicals / dangerous goods register?	WHS Reg. Cl. 346–348	The register of hazardous chemicals is located in the site office alongside corresponding SDS documents. Signage is posted to indicate the register location, and chemical storage areas are clearly marked and controlled.
Prohibition of the consumption of alcohol and illegal drugs on the worksite?	WHS Reg. Cl. 39	Zero tolerance policy in place. This is communicated in the induction process. Random drug and alcohol testing is conducted. Breaches result in immediate removal from the site and disciplinary action.
Maintenance of effective housekeeping within the worksite?	WHS Reg. Cl. 39 & 40	Clean-up schedules are enforced daily. Rubbish is sorted and disposed of in marked bins. Tools and materials are stored properly. Walkways and exits are kept clear at all times. Weekly inspections identify and rectify housekeeping issues.

7.1 Site Specific Hazard Management Tool (H1) – Manual Handling

"Manual Handling" is defined as any activity requiring the use of force or exertion by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object. Where manual handling is undertaken on site there should be a documented procedure that satisfies the minimum provisions articulated within the NSW WHS Regulation 2017.

Concerning the Manual Handling Procedure, does the procedure outline how:		
Requirement	**Reference Section**	**Assessor's Findings**
Assessments of potential for injury arising from manual handling tasks, including potential injury	WHS Reg Cl 60–61	Manual handling risk assessments are completed prior to task commencement. New tasks or processes introduced are reviewed using a Hazardous Manual Task

from new work methods and equipment shall be undertaken?		Checklist. Assessments are documented, including ergonomic impacts and task frequency.
The effectiveness of manual handling risk controls shall be monitored?	WHS Reg Cl 37	Risk controls are reviewed via safety audits and incident reports. Supervisors regularly observe work practices and provide feedback to ensure control measures remain effective. Controls are updated when deficiencies are identified.
Assessments undertaken shall involve:		
- Analysis of workplace injury records?	WHS Reg Cl 38	Past incidents are reviewed using site incident registers and reports. Patterns are identified to focus on high-risk tasks such as repetitive lifting, overhead reaching, and prolonged awkward postures.
- Consultation with workers and all other duty holders?	WHS Reg Cl 9–10	Toolbox talks, safety meetings, and pre-start discussions actively engage workers in identifying manual handling issues. Feedback informs task design and control development.
- Direct observation or inspection of the task or work area?	WHS Reg Cl 36	Site walkthroughs and physical task observations are performed weekly. The assessor observes how materials are lifted, carried, and moved—paying attention to reach zones, body postures, and load weights.
Known risk factors, including those listed in the Hazardous Manual Tasks Code of Practice (2012) and Chapter 4, WHS Regulation 2017 shall be considered in the assessment of manual handling tasks?	WHS Reg Cl 60–61	All assessments include: frequency of tasks, forces exerted, load weight, grip type, posture, environment, and time pressure. Use of checklists from the Code of Practice ensures comprehensive coverage.
Manual handling tasks shall be redesigned to eliminate or control the risk factors?	WHS Reg Cl 36	Tasks are redesigned to minimise bending, reaching, and twisting. Workstations are modified for proper height, materials are pre-positioned, and mechanical aids are used for lifting heavy items. Loads are split into smaller units where possible.
Personnel shall be trained in safe manual handling techniques, and retrained when new work methods or equipment are introduced into the workplace?	WHS Reg Cl 39	All personnel complete initial induction training on safe lifting techniques. Refresher training is conducted every 12 months and whenever new processes or equipment are introduced. Records are kept in the site training matrix.
Where risk factors are identified and redesign is not practical, the following shall be provided and workers trained in use:		
- Mechanical aids and/or	WHS Reg Cl 60	Trolleys, pallet jacks, hoists, wheelbarrows, and vacuum lifters are made available on site. Workers are instructed in their safe use during site induction and task-specific briefings.
- Personal protective equipment and/or	WHS Reg Cl 44	PPE such as gloves (to assist grip), back support braces (where assessed suitable), and non-slip footwear are issued. PPE selection considers the nature of the manual handling task and is reviewed annually.
- Arrangements for team lifting?	WHS Reg Cl 61	Tasks requiring awkward or heavy loads (e.g., over 20kg for repetitive lifts) are designated as team lifts. Workers are trained on communication, coordination, and lifting synchronisation techniques. Signage is placed in areas where team lifting is required.

7.2 Site Specific Hazard Management Tool (H2) – Use, Installation, Inspection and/or Repair of Plant

"Plant" is defined as any machinery, equipment or appliance. Where plant is utilised on site there should be a documented procedure that satisfies the minimum provisions articulated within the NSW WHS Regulation 2017.
Concerning the Procedure on Plant, does the procedure outline how:

Requirement	Reference Section	Assessor's Findings
The identification of foreseeable hazards from the operation of plant/equipment shall incorporate the following considerations:	WHS Reg Part 5 (Cl. 203–213)	A documented risk assessment process is in place for all plant prior to use. Pre-starts, JSAs, and SWMS are completed. Control measures are implemented based on hazard type and likelihood. Plant is operated in accordance with the manufacturer's instructions.
Contact or entanglement with the machinery or materials?	WHS Reg Cl 214	Plant guards, emergency stop systems, and exclusion zones are implemented. Loose clothing, jewellery, and hair restraints are enforced. Warning signage is displayed.
Being trapped between the machine and any material or fixed structures?	WHS Reg Cl 215	Crush zone risk assessments are completed. Isolation barriers and designated travel paths are maintained. Spotters used in tight access areas.
Being struck by ejected material from the machinery?	WHS Reg Cl 215	Screens, covers, and shields are in place on all mobile and fixed plant. Workers are kept clear of the line of fire, and PPE (e.g., face shields) is enforced.
Noise and vibration from the machinery?	WHS Reg Cl 56	Plant is selected and maintained for low vibration and noise output. Workers are provided with hearing protection. Noise monitoring is conducted when new plant is introduced.
Release of potential energy?	WHS Reg Cl 213	Procedures include lockout/tagout (LOTO), pressure relief, and hydraulic isolation. Workers are trained in safely releasing stored energy.
Separation of mobile plant and people on foot?	WHS Reg Cl 215 & 299	Traffic management plans include pedestrian walkways, exclusion zones, and spotters. Mobile plant is fitted with reversing alarms, beacons, mirrors, and cameras.
The design limitations of the plant shall be assessed, with regard to the intended use of the plant?	WHS Reg Cl 203	Plant is selected based on site-specific risk and terrain. Operator manuals and technical data are reviewed. Plant is never used outside manufacturer specifications.
Work with lasers shall be undertaken in compliance with Clause 223 WHS Regulation 2017?	WHS Reg Cl 223	Laser equipment is registered and operated only by trained personnel. Appropriate signage, eye protection, and beam barriers are used.
Cranes to have a risk assessment that identifies the operations to be performed including a movement plan, compliance of lifting equipment, attachments and slings and load capacity?	WHS Reg Cl 219	Lift plans and crane movement plans are developed and reviewed. All lifting gear is tagged, tested, and certified. Loads are within SWL. Dogmen and riggers are ticketed.
The history of unsafe incidents or adverse health effects involving the plant/equipment shall be investigated and control responses applied?	WHS Reg Cl 36	Plant-specific incident records are maintained. Past incidents inform training, system changes, or equipment upgrades. Learnings are communicated site-wide.
The consequences of reasonably foreseeable misuse or malfunction shall be assessed?	WHS Reg Cl 203	Misuse scenarios (e.g., overloading, bypassing safety devices) are considered in risk assessments. Controls include lockable isolation, safety signage, and operator training.

A schedule of inspection, maintenance, repair and cleaning for all plant / equipment shall be implemented?	WHS Reg Cl 213; AS/NZS 2550	A Plant Maintenance Register is maintained. Daily pre-starts, periodic inspections, and OEM-recommended servicing are carried out.
Records shall be kept of inspection, maintenance, repair and cleaning of plant / equipment?	WHS Reg Cl 213	All activities are logged and signed off by a competent person. Digital records are stored securely and available for audit. Non-compliance triggers work stoppage.
Risk assessments shall be carried out on any modification to plant/equipment and the results of the risk assessment taken into account in the final modification?	WHS Reg Cl 201 & 203	Modifications are subject to formal review by a competent engineer. Any changes are reassessed, documented, and included in the plant's safe operating procedure.
All operators of plant/equipment shall receive appropriate training, hold certificates of operation where required, and have demonstrated their competence to operate the plant/equipment to the satisfaction of the contractor?	WHS Reg Cl 39	Operators possess VOCs, HRWLs or relevant competency statements. New operators are assessed via on-site observation and induction before operating machinery.
Records shall be kept to show that all operators have received appropriate training and instruction?	WHS Reg Cl 39 & 42	Training logs, certificates, and VOC records are stored on the site training matrix. Operators are listed alongside their ticketed competencies. These are checked before allocation of plant.

7.3 Site Specific Hazard Management Tool (H3) – Preventing Falls

The WHS Regulation 2017, Part 4.4 requires that persons are protected from the risk of falls.

Concerning the Procedure on the Prevention of Falls, does the procedure outline how:

Requirement	Reference Section	Assessor's Findings
Site security in the form of perimeter fencing and signage shall be used according to the requirements of Clause 298, WHS Regulation 2017?	WHS Reg Cl 298	The site is fully enclosed with compliant perimeter fencing and lockable gates. Signage warns of dangers, unauthorised access, and PPE requirements. Regular inspections are conducted to ensure integrity.
A risk assessment shall be undertaken to control risks to people below the immediate work area as required in Clause 55 WHS Reg (e.g. provision to catch falling objects and barricade work areas to prevent public access)?	WHS Reg Cl 55	A risk assessment is conducted for all elevated work areas. Toe boards, mesh screens, tool lanyards, and debris netting are used. Exclusion zones are clearly barricaded with warning signs and bunting.
A risk assessment is undertaken to determine any work with the risk of falling 2 meters and that the work has a SWMS (as described in Part 6.3, Div 2 WHS Regulation, for high-risk construction work)?	WHS Reg Cl 291–299	All work with fall potential of 2m+ is classified as high-risk. A task-specific SWMS is developed, reviewed, and workers are inducted. The SWMS covers control measures and emergency responses.
If there are no practical alternatives to preventing falls, fall protection devices shall be provided?	WHS Reg Cl 78–81	Where fall prevention (e.g. edge protection or scaffolds) is not practicable, fall arrest systems (e.g. harness and lifeline) are implemented. Anchor points are certified. Devices are inspected before use.
Contractors shall possess the appropriate training, competence and experience prior to the commencement of work with a risk of fall of 2 or more meters?	WHS Reg Cl 39	All workers performing work at heights are required to complete nationally accredited training (e.g. RIIWHS204E – Work Safely at Heights). Training records are kept on file and verified prior to work.

A firm level surface below the work area including the perimeter shall be prepared to facilitate the use of scissor hoists or rolling scaffold where these items of plant shall be used?	WHS Reg Cl 55	Ground surfaces are compacted and leveled in advance. Where mobile plant is used, exclusion zones and levelling pads are confirmed. Spot checks verify ground stability.
The work area shall be inspected prior to the commencement of work to ensure that all platforms and surfaces are stable and structurally sound?	WHS Reg Cl 54	Daily pre-start inspections are carried out by the site supervisor or leading hand. Any damaged or unstable structures are flagged, isolated, and repaired before access is allowed.
Portable ladders are only used for access and egress, where no other options are practicable and then only as a short-term solution?	WHS Reg Cl 78	Ladder use is restricted and permitted only under SWMS guidance. Ladders are secured at both ends, used at the correct angle (4:1), and only for short-duration access.
Personal protective equipment shall be used to combat the risk of falling objects, glare, thermal stress, noise and other physical hazards where encountered while working at height?	WHS Reg Cl 44	Mandatory PPE includes hard hats with chin straps, safety glasses, high-visibility clothing, sunscreen, and harnesses as required. PPE suitability is checked during pre-starts.
Equipment used for accessing elevated works is regularly checked and maintained to a safe condition and where applicable has the required certificates e.g. scaffolds?	WHS Reg Cl 213–219	All access equipment, including scaffolds, EWPs, and ladders, is tagged (Scafftag system). Inspections are recorded weekly and after adverse weather. EWP logbooks are maintained.
Specific risk areas shall be clearly signposted?	WHS Reg Cl 43	High-risk zones (e.g. roof edges, scaffold platforms, lift shafts) are marked with warning signage. Signage includes fall risks, PPE requirements, and emergency contacts.
Relevant legislative requirements, regulations, Codes of Practice and Australian Standards shall be taken into consideration when selecting and using the appropriate fall arrest devices, safety mesh, scaffolding safety nets and guardrails, etc.?	WHS Reg Cl 78–82; AS/NZS 1891, 1576	All fall protection systems are selected and implemented in accordance with relevant codes and standards. Engineer sign-offs and supplier certifications are obtained before commissioning.

7.4 Site Specific Hazard Management Tool (H4) – Confined Spaces

Where tasks are undertaken in or near confined spaces on site there should be a documented procedure that satisfies the minimum provisions articulated within Part 4.3, NSW WHS Regulation 2017.

Concerning the Confined Spaces Procedure, does the procedure outline how:

Requirement	Reference Section	Assessor's Findings
To comply with Part 4.3, WHS Regulation and demonstrate how to ensure safe and effective planning and supervision of work involving confined space entry?	WHS Reg 2017, Part 4.3, Cl 62–72; SWA Code of Practice: Confined Spaces	The site-specific Confined Space Procedure complies with WHS Regs by outlining planning responsibilities, assigning a competent supervisor, and incorporating risk-based planning with safe systems of work.
A risk assessment and a SWMS will be conducted, in consultation with workers, for all hazards associated with entering the confined space, performing the planned work and for an emergency response?	WHS Reg Cl 62(1)(a); Cl 299 (SWMS); AS 2865 s4	Risk assessments and SWMS are mandatory and developed in consultation with workers. All foreseeable hazards and emergency responses are documented and reviewed prior to work.
A physical barrier is erected around the space to prevent unauthorised entry where practicable?	WHS Reg Cl 63(1)(d); SWA Code s3.5	Physical barriers and danger signage are installed to restrict unauthorised access. Site setup includes cones, fencing, and locking mechanisms where applicable.
All hazardous activities including and not limited to hot works, hazardous chemicals and operating plant in or near the confined space have been identified, assessed and controlled?	WHS Reg Cl 62(1)(b); AS 2865 s5.3	Hot works, chemical residues, and nearby plant operations are identified during risk assessment and controlled through elimination, isolation, and PPE.
A confined space entry permit is required to enter as articulated in Cl 67 WHS Reg?	WHS Reg Cl 67; AS 2865 s7	Entry permits are compulsory and issued daily with validation periods, task specifics, and sign-offs by supervisor and standby person.
The identification and nature of the substances last contained in the confined space shall be determined?	WHS Reg Cl 62(2); AS 2865 s4.2	Prior substance identification is included in pre-entry planning. SDS and history of space usage are reviewed to determine residual risks.
Air monitoring has been conducted and recorded (as required) for safe levels of oxygen and for flammable gases and vapour?	WHS Reg Cl 66; AS 2865 s5.6	Continuous air monitoring using calibrated gas detectors is conducted for oxygen levels, LEL gases, CO, and other specific contaminants. Records are retained.
Rescue equipment for all persons likely to enter the confined space has been assessed?	WHS Reg Cl 69; AS 2865 s5.8	Rescue plans and equipment (tripods, harnesses, breathing apparatus) are selected based on task type and access method. Suitability is documented.
Cleaning will be managed in the confined space?	WHS Reg Cl 62(1)(c); SWA Code s3.3	Cleaning methods and chemicals are planned, with adequate ventilation and PPE. Solvent or high-pressure cleaning is risk assessed.
Arrangements for rescue, first aid and resuscitation shall be implemented?	WHS Reg Cl 69; AS 2865 s8	On-site rescue and first aid arrangements are in place with trained standby personnel. CPR kits and stretchers are maintained on-site.

Those entering confined space and stand by person have completed nationally recognised confined space training?	WHS Reg Cl 76; AS 2865 s9.1	All entrants and standby staff possess current confined space and CPR training (RIIWHS202E or equivalent), evidenced in training matrix.
The soundness and security of the overall structure and the need for illumination and visibility shall be assessed?	SWA Code s3.2.3; AS 2865 s5.4	Entry includes structural integrity checks and the provision of intrinsically safe lighting or temporary illumination where natural light is inadequate.
When conditions change the risk assessment, controls and SWMS are reviewed and the changes communicated?	WHS Reg Cl 62(4); SWA Code s4.4	A change management procedure is in place. Revised risk assessments and SWMS are completed and communicated to all affected personnel.
The relevant Legislation, Regulations, Codes of Practice and Australian Standards been taken into consideration when undertaking confined space work?	WHS Reg Part 4.3; AS 2865; SWA Code of Practice	Procedures incorporate WHS Regulation 2017, Safe Work Australia's Code, and AS 2865 to ensure legislative compliance.
Personnel shall be assessed for aptitude and fitness for task and confined space entry?	AS 2865 s9.2	Pre-entry fitness and suitability assessments (including medicals for SCBA users) are conducted as per company health procedure.
Personnel shall be trained in and received specific site induction for: Emergency exit and entrance procedures, use of applicable respiratory protection devices, first aid including cardio-pulmonary resuscitation (CPR), lockout procedures, safety equipment use, rescue drills, fire protection, communications.	WHS Reg Cl 39–42; AS 2865 s9	Specific confined space and site induction covers all listed elements. Attendance is recorded, and refresher training is scheduled annually.
The selection, training and competencies of the persons required as stand by person outside the space are to: Maintain equipment essential for the confined space task?	WHS Reg Cl 69(3); AS 2865 s9.3	Standby persons are trained in equipment maintenance and emergency use (e.g., SCBA, retrieval lines). They inspect and maintain equipment before use.
Ensure adequate communication with and observation of the persons within the confined space?	AS 2865 s6.7	Two-way radios or hardline communication is maintained. Continuous visual or verbal observation is ensured, with escalation procedures in place.
Properly initiate rescue procedures?	WHS Reg Cl 69(2); AS 2865 s8.2	Standby persons are trained to initiate rescue without delay and activate external emergency services. Drills are conducted and documented.

7.5	**Site Specific Hazard Management Tool (H5) – Pedestrian and Vehicular Interaction**	
Concerning the Pedestrian and Vehicular Interaction Procedure, does the procedure outline how:		
Requirement	**Reference Section**	**Assessor's Findings**

A worker on foot plan is in place. Includes exclusion zones and safe pedestrian access routes?	SWA Code of Practice: Construction Work s4.8; TfNSW Manual Ch. 4	A site-specific Pedestrian Management Plan has been developed. It includes designated pedestrian walkways, fencing, barriers, exclusion zones, and signed detours. Site induction includes pedestrian/vehicle awareness.
Volume and type of traffic shall be considered, to determine the amount of road and/or footpath space which must remain open and, where applicable, the times of day when greater amounts of space are required, including the following types of traffic:	TfNSW Manual Ch. 2, 3; Austroads Guide to Traffic Management	Traffic volumes and types are reviewed as part of the Traffic Guidance Scheme (TGS). Access timing and lane closures are programmed to match peak and off-peak flows.
Pedestrians – including disabled persons?	TfNSW Manual Ch. 2.4; DDA Act 1992	Access paths include ramped surfaces and tactile indicators. Temporary crossings and signage are designed for DDA compliance.
Bicycles?	TfNSW Manual Ch. 2.5; Austroads Guide Pt 6	Bicycle lanes and crossings are identified and either maintained or rerouted with signage. Cyclist safety is incorporated in the TGS.
School children?	TfNSW Manual Ch. 2.3; RMS School Zone Guidelines	Work is restricted during school hours near school zones. Signage, barriers and supervision are heightened during school commute periods.
Emergency vehicles?	TfNSW Manual Ch. 3.2	Emergency services access is always maintained. Traffic controllers are briefed to yield immediately, and clear paths are provided at all times.
Buses and light rail, including stops and terminals?	TfNSW Manual Ch. 4.5	Stops are retained or temporarily relocated in consultation with transit authorities. Access to terminals is maintained with updated detour signage.
Over-dimensional vehicles?	NHVR Guidelines; TfNSW Special Movement Permits	Movement schedules for oversize vehicles are obtained, and road widths are preserved or detours developed. TfNSW notification is made if needed.
Type of traffic routing required shall be assessed?	TfNSW Manual Ch. 3.1	Routing assessments consider peak flows, site deliveries, construction activities, and emergency access. Local council/TfNSW consulted.
Type of traffic control required shall be determined as per the requirements of the TfNSW Traffic Control at Work Sites Manual?	TfNSW Manual Entire	Qualified traffic controllers implement stop/slow operations, portable traffic signals, or detours according to TGS and TMP requirements.
Traffic control requirements shall be determined for intermediary arteries?	TfNSW Manual Ch. 2.6	Intermediate roads feeding into the site area are analyzed for flow impact, signal timing, and detour needs. Traffic counts are performed where necessary.
Requirement to use police or TfNSW personnel to institute diversions shall be determined?	TfNSW Manual Ch. 5.6	Police or TfNSW officers are used where traffic diversions impact major roads or require controlled intersection access. Approval process is followed.
Impact on any main arterial roads shall be assessed?	TfNSW Manual Ch. 3.4; RMS Policy on Road Occupancy	Road Occupancy Licences are obtained if arterial roads are affected. TMPs account for delays, alternate routes, and signal reprogramming.
Traffic impact shall be assessed for work undertaken in proximity to traffic lights?	TfNSW Manual Ch. 3.4; Austroads Pt 7	Any work near signalised intersections is assessed for timing disruptions. Signal phasing adjustments are coordinated with TfNSW.
Requirements for special lighting shall be determined?	AS 1742.3; TfNSW Manual Ch. 3.7	Temporary lighting is installed for night works, shaded areas, and poor weather. Lighting plans ensure visibility of signage, barriers, and workers.
Positioning of cones and early warning signs shall be considered?	AS 1742.3; TfNSW Manual Ch. 4.1	Cones, bollards, and signs are deployed per TGS. Buffer zones, advance warning signs, and taper lengths comply with standard layouts.
Training shall be provided to personnel working on roads, including:	WHS Regs Cl 39; TfNSW TCWT Accreditation Scheme	All traffic control personnel are trained under the TfNSW Traffic Controller and Implementer scheme. Toolbox talks reinforce daily awareness.

Wearing the appropriate personal protective and safety equipment?	SWA PPE Code of Practice	All road workers wear Class D/N high-visibility clothing, steel-capped boots, helmets, gloves, and hearing protection as needed.
Being properly located?	TfNSW Manual Ch. 4.2	Workers are stationed per TGS diagrams and hazard zones. Pedestrian watchers and spotters used where needed.
Communicating effectively?	WHS Reg Cl 42; TfNSW Manual Ch. 5	Two-way radios or hand signals are used by traffic controllers and spotters. Control plans specify command structure.
Assessing changes in traffic patterns?	TMP Requirements; Austroads Pt 11	Observations of flow conditions during work trigger dynamic updates to control measures. Feedback loops included in the TMP.
Knowing what to do in an emergency?	WHS Emergency Plan Reg Cl 43	Emergency protocols are documented in the TMP and WHSMP. All personnel briefed during inductions and drills. Emergency contacts are posted.
Requirements for records shall be maintained concerning the:	WHS Regs Cl 38, 59; TfNSW Manual Ch. 5	A full traffic management register is kept onsite, recording all signage installation/removal, hours of operation, and surface condition logs.
Installation, alteration and removal of all regulatory signs and devices, including speed restriction signs?	AS 1742.3; TfNSW Manual Ch. 4	All changes to signage are logged daily, including approval references and site diagrams. Sign audit trail is part of site records.
Hours of operation and the surface conditions?	SWA Construction Code; Site TMP	Operating hours and surface inspections (e.g., potholes, loose gravel, slip risk) are recorded in daily prestart checklists and logs.

7.6 Site Specific Hazard Management Tool (H6) – Hazardous Substances and Dangerous Goods

The procedures must incorporate the documentation and classification of hazardous chemicals and dangerous goods in terms of general safe storage and handling requirements, safety data sheets (SDS) and purchasing requirements in accordance with the NSW WHS Regulation 2017.

Concerning the Hazardous Substances (HC) and Dangerous Goods (DG) Procedure, does the procedure outline how:

Requirement	Reference Section	Assessor's Findings
All HC and DG on site shall be identified and included in a register that is accessible?	WHS Reg 2017 Cl 346; Code of Practice s3.1	A hazardous chemical register is maintained and accessible on site, listing all HC/DG with quantities, locations, and corresponding SDSs. Updated monthly or when substances change.
Safety Data Sheets (SDS) that are current shall be obtained for all HC and DG in use?	WHS Reg Cl 344; Code s3.3	SDSs (not older than 5 years) for all site chemicals are stored in hard copy in the site office and digitally on the contractor WHS system. Accessible to all workers.
The risks associated with the use of HC and DG shall be assessed and the results documented?	WHS Reg Cl 34–38, 351	Risk assessments are conducted for all tasks involving HC/DG. Assessments include inhalation, skin contact, storage, and disposal risks. Outcomes are documented in SWMS.
Recommended risk control measures for HC and DG shall be developed and safe systems of work implemented and documented?	WHS Reg Cl 36–37; Code s4	Control measures are implemented in line with the hierarchy of controls. This includes engineering controls (ventilation), PPE, training, and signage. Documented in project SWMS.
Those who may use or be exposed to HC and DG are trained in the nature of the hazards and means of controlling the hazard?	WHS Reg Cl 39; Code s5.1	All workers handling HC/DG receive induction and task-specific training including first aid, PPE use, and spill response. Attendance records maintained.
HC and DG are correctly labelled with the name and with appropriate health and safety information?	WHS Reg Cl 335–337; Code s3.4	All containers and decanted chemicals are labelled with GHS-compliant labels, including signal words, hazard pictograms, and precautionary statements.
All HC and DG are correctly stored and according to Chapter 7 and Schedule 11, NSW WHS Regulation 2017 and to Managing Risks of Hazardous Chemicals Code of Practice?	WHS Reg Cl 359–363; Schedule 11; Code s3.6	Storage areas are bunded, ventilated, secure, and clearly labelled. Incompatible chemicals are separated. Flammables kept in fire-rated cabinets. Storage complies with AS/NZS 3833.
Manifest quantities will be managed and notified to WorkCover according to requirements of Chapter 7, NSW WHS Regulation 2017?	WHS Reg Cl 348–350; Schedule 11	Quantities of DG are tracked to ensure they remain below manifest thresholds. If exceeded, notification and manifest submission to SafeWork NSW will be completed.
New substances are to be safely introduced to the workplace?	WHS Reg Cl 352; Code s3.1.4	New substances undergo a pre-approval process including risk assessment, review of SDS, and controls before being introduced to site.
Spill kits will be provided and clean-up procedures implemented?	WHS Reg Cl 361; Code s4.2.3	Spill kits are located near HC/DG storage and refueling zones. Workers trained in spill response procedures. Clean-up logs and incident forms are maintained.
Health surveillance is provided where required and records maintained. A competent person is appointed to	WHS Reg Cl 368–369; Code s6	Health surveillance is arranged for workers exposed to lead, asbestos, isocyanates, or silica dust. Performed by registered medical practitioners, with confidential records kept.

do health surveillance checks under the supervision of authorised medical staff?		
Emergency procedures are established and documented to prevent fire or explosion and control risks due to escape or spillage of HC and DG?	WHS Reg Cl 43, 357–358; Code s5.3	Emergency response procedures address chemical leaks, fire, and explosions. Evacuation plans, fire extinguishers, and containment tools are included.
Regular emergency drills shall be scheduled and undertaken?	WHS Reg Cl 43; Code s6.3	Emergency spill and fire drills involving HC/DG are scheduled every 6 months and documented. Drills include evacuation, containment, and decontamination actions.
HC and DG shall be disposed of appropriately, in compliance with environmental laws?	WHS Reg Cl 357; EPA Waste Classification Guidelines	All hazardous waste is disposed of via licensed contractors. Disposal is documented with waste tracking certificates in accordance with EPA regulations.
An inspection/auditing process shall be in place which monitors the control of HC and/or DG, and which reviews whether SDSs are up to date?	WHS Reg Cl 37; ISO 45001 Cl 9.1	Monthly chemical inspections are carried out. SDS currency, label integrity, and condition of storage areas are verified. Deficiencies are logged and rectified.

7.7 Site Specific Hazard Management Tool (H7) – Electrical Safety

The procedure must incorporate the application of the WHS Regulation 2017 and relevant electrical Codes of Practice and AS/NZS 3012:2010 Electrical Installations on Construction and Demolition Sites.

Concerning the Electrical Safety Procedure, does the procedure outline how:

Requirement	Reference Section	Assessor's Findings
A program is in place for regular inspection and testing of electrical installations and equipment including cords and carried out by suitably qualified persons in accordance with AS 3760 and Part 4.7 NSW WHS Regulation 2017?	WHS Reg 2017 Cl 150–164; AS/NZS 3760; AS/NZS 3012	All portable electrical equipment is tested and tagged by a licensed electrician every 3 months. Fixed wiring is inspected in accordance with AS/NZS 3012. Inspection records are retained on site.
An Electrical Register identifying all electrical equipment, evaluating compliance and the results of testing is maintained?	WHS Reg Cl 164; AS/NZS 3760	A current Electrical Register is maintained listing all portable appliances, dates of last test, and next test due. Defective items are flagged and actioned.
A SWMS is used for all tasks involving interaction with electricity?	WHS Reg Cl 299; Code of Practice: Managing Electrical Risks	High-risk work involving electricity (e.g. installing, testing, servicing) is governed by detailed SWMS. Workers must sign and understand the SWMS before commencing work.
Effective control measures have been implemented to eliminate or minimise exposure to electrical energy?	WHS Reg Cl 36–38; Code s3.1	Control measures include lockout/tagout, use of RCDs, isolation procedures, double insulation, and protective barriers around temporary boards.
Workers who work with or in the vicinity of electrical hazards receive training on the nature of the hazards and methods of control?	WHS Reg Cl 39; Code s4	Workers are inducted on electrical risks and trained in identifying power sources, safe work distances, and first response. Qualifications verified for those working on electrical systems.
An "Electric Shock Response" protocol has been developed, documented and communicated to those exposed to the risk?	WHS Reg Cl 43; First Aid in the Workplace Code	A response plan is included in the emergency procedure and displayed on site. CPR-trained personnel and defibrillators are available. Emergency drills include shock scenarios.
Any live electrical work is authorised and in the presence of a safety observer who is qualified and competent for the task, electrical rescue and cardiopulmonary resuscitation?	WHS Reg Cl 161–163	Live work is prohibited except under approved exceptions. If necessary, it must be risk-assessed, with a licensed electrician and a trained safety observer present. Permits required.
The isolation point of the relevant electrical supply has been clearly identified, and easily accessed and operated quickly?	WHS Reg Cl 160; AS/NZS 3012 s2.5	Isolation points are lockable, labelled, and located on electrical switchboards. Emergency shut-offs are marked on the site layout and included in induction.
All switches on electrical equipment are correctly identified?	AS/NZS 3012 s2.3	Switchboards and outlets are labelled with equipment descriptions and circuit designations. Labelling is reviewed during inspections.
Adequate signage will be used to warn of electrical hazards and/or restrict access to the area?	WHS Reg Cl 43; Code s3.5	"Danger – Live Wires," "Electrical Room – Authorised Personnel Only," and similar signage are used near panels, temporary boards, and excavation areas.
All circuits and electrical equipment are protected by an RCD device which is tested monthly?	WHS Reg Cl 165; AS/NZS 3012 s2.7.3	All circuits are RCD-protected. Push-button testing is performed monthly and logged. RCD trip tests are conducted quarterly by licensed electricians.

All electrical leads are kept off walkways and raised off the ground away from water/corrosives/heat/friction and other forms of physical damage?	AS/NZS 3012 s2.8	Leads are run overhead using insulated hooks or through cable trays. Avoidance of high-traffic areas and water-prone areas is enforced. Visual inspections are conducted daily.
Inspections will identify obvious signs of damage to electrical equipment, signs of water exposure, damage or incorrectly replaced covers and damage or alterations to buildings that may expose an electrical risk?	WHS Reg Cl 164; AS/NZS 3760	Daily visual inspections check for cracked plugs, exposed wires, water damage, and broken covers. Non-compliant items are removed from service immediately.
All defective electrical equipment, tools or cords are tagged "Out of Service"?	AS/NZS 3760 s2.4.2	Defective equipment is removed from service and tagged "Do Not Use" with defect details. Repairs are carried out only by licensed electricians. Tag log maintained.

7.8 Site Specific Hazard Management Tool (H8) – Traffic Control

Concerning the Traffic Control Procedure, does the procedure outline how:

Requirement	Reference Section	Assessor's Findings
A traffic control plan shall be developed which is compatible with requirements set out in Sections 4 and 5 of the TfNSW manual 'Traffic Control at Work Sites'?	TfNSW Manual Sec 4 & 5; WHS Reg Cl 36	A detailed Traffic Control Plan (TCP) has been prepared by a qualified designer and includes diagrams, timing charts, traffic devices, detours, and staging appropriate for site access, vehicle interface, and pedestrian safety. The TCP aligns with TfNSW guidance.
The traffic control plan shall be relevant for the work?	TfNSW Manual Sec 3.2	The TCP is tailored to site-specific activities such as excavation near roadways, large delivery scheduling, school zone proximity, and existing traffic volume. Adjustments are made for day/night conditions and high pedestrian use.
Traffic control is designed, modified and controlled by persons trained to the TfNSW requirements?	TfNSW Manual Sec 2.6	All traffic control measures are implemented and supervised by accredited personnel holding the appropriate Traffic Controller, Implementer, and Planner certifications. Records of credentials are retained onsite.
Appropriate sign sizes?	AS 1742.3; TfNSW Manual App C	Regulatory and warning signs match the specified dimensions for speed zones and urban/arterial locations. Oversized signs used in high-speed environments.
The need for pairs of signs?	TfNSW Manual Sec 4.2.4	Where applicable, paired signage (left and right-hand sides) is used, especially for key instructions such as lane closures or detours. This improves visibility and compliance.
The need to use portable traffic signs?	TfNSW Manual Sec 5.1	Portable signs are used for short-duration or shifting works. Mounted on stands and sandbagged for stability. Stored securely when not in use.
The need to use flashing arrow signs?	TfNSW Manual Sec 5.6	Flashing arrow signs (FAS) are used for lane mergers and advanced warning on multilane or high-speed roads. Arrow board visibility and battery status are checked daily.
The need to use Traffic Controllers?	TfNSW Manual Sec 5.4	Stop/slow controllers are used at narrow access points or where heavy plant regularly enters/exits the site. Controllers are supported with radios and signage.
Work site speed limits shall be in place?	AS 1742.3; TfNSW Manual Ch. 4	Reduced speed limits (typically 40 km/h) are implemented using clear signage and supported by traffic controllers when required. Speed is enforced via temporary signage and barriers.
A Vehicle Movement Plan shall be developed and implemented?	WHS Reg Cl 36; SWA Construction Code s4.8	A comprehensive Vehicle Movement Plan outlines routes for site vehicles, pedestrian no-go zones, delivery areas, and emergency access. Integrated with the site's TMP and traffic guidance scheme (TGS).
Signs and devices shall be installed in accordance with the traffic control plan?	TfNSW Manual Sec 4.5	All signs, bollards, cones, and barriers are installed exactly as per the approved TCP. A Traffic Control Implementation Checklist is completed before daily work begins.
Any contradictory, distracting or superfluous signs or markings shall be identified?	TfNSW Manual Sec 3.5	Pre-start inspections identify redundant or overlapping signage. Unused signs from previous stages are removed immediately to avoid confusion.
Sight distance?	TfNSW Manual Sec 4.6.2	Signage is placed considering road curvature, vegetation, and built obstructions. Minimum sight distances are verified during setup.
Motorists approaching at high speed?	Austroads Guide to Road Design Pt 6	For approach speeds over 60 km/h, signs are placed further upstream with longer taper zones. Additional advance warning signs are installed.
Queue lengths?	TfNSW Manual Sec 5.2	Where queuing is possible (e.g. stop/slow), adequate stacking distance is provided between signs and work zones. Observations during peak hours confirm this.

Visibility, shade, light glare?	TfNSW Manual Sec 4.4	Sign placement avoids backlighting and shade cover. Anti-glare coatings and flags improve visibility in low-light or sun-strike conditions.
Signs displayed shall be appropriate for the current conditions?	WHS Reg Cl 36	Signs are updated as conditions change—e.g. rain, reduced lighting, night works. Night visibility is enhanced with reflective surfaces and lighting.
Only undamaged or non-defective signs shall be used?	TfNSW Manual Sec 5.3	Regular sign inspections confirm condition. Damaged or faded signs are removed and replaced immediately.
The needs of pedestrians shall be considered?	WHS Reg Cl 39; TfNSW Manual Sec 3.3	Safe and segregated footpaths are created using fencing and temporary crossings. Pedestrian detours are marked clearly with barrier protection.
The needs of cyclists shall be considered?	Austroads Guide Pt 6; TfNSW Manual Sec 3.3	Cyclist lanes are maintained or rerouted safely. Signage and barriers protect cyclists from plant and vehicles. In high-risk areas, cyclists are dismounted and redirected.
The requirements for safety barriers shall be considered?	TfNSW Manual Ch. 7; WHS Reg Cl 36	Where there is a risk of vehicle intrusion, water-filled barriers or crash-rated devices are installed. Barrier type selected based on road classification.
Safety barriers shall be installed correctly?	AS/NZS 3845; TfNSW Manual Ch. 7	Barriers are installed per manufacturer specifications, including minimum setback distances and anchorage. Impact ratings are appropriate for road speeds.
Access to adjoining properties shall be provided?	WHS Reg Cl 40	All private properties and businesses retain access. TCP includes coordination with occupants and stakeholders. Temporary ramps and guidance signs are used where driveways are affected.

7.9 Site Specific Hazard Management Tool (H9) – Gas, Liquid and Electrical Underground Utilities

Concerning the Underground Utilities Procedure, does the procedure outline how:

Requirement	Reference Section	Assessor's Findings
Plans and other relevant information about the underground utilities shall be obtained from 'Dial Before You Dig'?	WHS Reg 2017 Cl 305–306; DBYD Protocol	Dial Before You Dig (DBYD) enquiries are completed before commencement of works. Utility plans are obtained and printed on site for reference. Validity of plans is checked.
A site survey shall be undertaken to identify surface indicators of utilities?	SWA Excavation Code s3.2	Visual inspections are conducted to identify indicators such as valve pits, marker posts, and trench lines. Findings are photographed and cross-checked with DBYD plans.
Suitable cable and pipe locating devices shall be used to confirm the position of the utilities (remember these devices can't detect plastic pipes)?	SWA Excavation Code s3.3; AS 5488	Electromagnetic and ground-penetrating radar locators are used where applicable. Limitations regarding PVC/plastic pipes are acknowledged. Confirmatory potholing is planned.
Persons locating underground utilities are trained in the operation of the locating devices?	WHS Reg Cl 39; AS 5488	Only trained and competent operators (holding certification in utility locating) are authorised to perform scans. Verification of training records is maintained onsite.
Information concerning the location of utilities shall be given to the responsible supervisor or contractor at the work site?	WHS Reg Cl 37–38	The Site Supervisor is provided with printed utility location maps and mark-outs. Information is also shared during pre-start and toolbox talks.
The position of underground utilities shall be marked on the surface?	AS 5488; WorkCover Guide s3.4	Utilities are marked on the surface using colour-coded spray paint and flags in accordance with Australian Standard AS 5488. Updates are made after potholing.
The location of utilities shall be plotted on the work area plan?	WHS Reg Cl 38	Utility locations are plotted on site-specific drawings and shared with plant operators and engineers. Updated plans are issued following onsite verification.
The relevant authorities shall be notified of any inconsistencies between the information they provided and the actual location of the utilities?	WorkCover Guide s4.1	In case of location discrepancies, relevant utility owners (e.g. Ausgrid, Jemena, Sydney Water) are notified immediately for clarification and updated service drawings.
Onsite assistance shall be sought from the relevant authorities if utilities cannot be located according to the plans provided?	WHS Reg Cl 36–38	When field confirmation fails, utility owners are contacted for additional survey support or validation. Works are paused until further confirmation is received.
Persons involved in the work shall be trained in controlling risks associated with underground utilities in the vicinity of work sites?	WHS Reg Cl 39	All workers involved receive training on underground service awareness, including safe digging distances, emergency procedures, and utility type-specific hazards.
Safe work method statements shall be developed for working near underground utilities and how workers shall be trained in the requirements of these work methods?	WHS Reg Cl 299	A dedicated SWMS is developed for any excavation near underground services. Workers sign off to confirm understanding. Toolbox meetings reinforce procedures.
Manual tools shall be used to dig trial holes to positively identify position of the utilities?	SWA Code s3.3.2	Trial holes (potholes) are excavated using insulated hand tools to confirm exact service depth and position before any mechanical excavation begins.

Power tools and mechanical excavators shall be used with care and at a safe distance from the utilities?	WorkCover Guide s4.2	No mechanical excavation is allowed within one metre of a known underground asset unless the asset has been positively identified. Spotters are used.
All workers shall be kept clear of the excavator bucket while digging work is conducted in the vicinity of utilities?	WHS Reg Cl 210; SWA Excavation Code s4	Exclusion zones are established around the excavator. No personnel are permitted within swing or drop radius while excavation near services is ongoing.
During excavations work is undertaken in accordance with WorkCover Guide 'Work Near Underground Assets' and a watch kept for evidence of cables not previously identified?	WorkCover Guide Entire	Excavation is monitored by a spotter trained to identify unexpected utility exposure. Any signs of unmarked assets (e.g., conduit, marker tape) result in immediate stop work.
Underground utilities near machine excavation have been positively identified through potholing with non-conductive tools and a competent safety observer is in place?	WorkCover Guide s4.2; SWA Code s3.3	Potholing confirms utility presence before using mechanical equipment. A safety observer with excavation competency is present during all high-risk digging.
Approval from the asset owner has been obtained for excavations within 10m of Single Wire Earth Return (SWER) transformer poles?	Essential Energy Policy; WHS Reg Cl 38	Where excavation is near SWER lines or poles, formal approval and safety conditions are obtained from the asset owner. Work near HV infrastructure is strictly controlled.
If heavy plant is required to cross an area where underground utilities are known to exist, the cross points shall be kept to a minimum and shall be clearly marked?	WHS Reg Cl 36–38	Designated plant crossing points are defined and marked. Ground support (e.g., steel plates or matting) is used where services are shallow. Plant operators are briefed on limits.

7.10 Site Specific Hazard Management Tool (H10) – Overhead Utilities

Concerning the Overhead Utilities Procedure, does the procedure outline how: Tiger lines protections

Requirement	Reference Section	Assessor's Findings
Staff involved in the work shall be trained in controlling risks associated with overhead utilities in the vicinity of work sites?	WHS Reg Cl 39; NSW COP 2006 s3.1	All workers receive specific training in hazards related to overhead services during induction. Additional toolbox talks are delivered before work near lines. Training records retained onsite.
Safe work method statements shall be developed following risk assessment for working near overhead utilities and workers shall be trained in the requirements of these work methods?	WHS Reg Cl 299; NSW COP s4.2	A dedicated SWMS is developed for any work near overhead services. It includes exclusion zones, emergency procedures, and observer requirements. Workers sign off after briefing.
Plans and other relevant information about the overhead utilities shall be obtained?	WHS Reg Cl 38; Ausgrid/Essential Energy Protocols	Plans are obtained from the supply authority (e.g. Ausgrid or Endeavour Energy) and reviewed for the type, voltage, and location of lines. Mark-ups are filed in the site safety plan.
A site survey shall be carried out to identify the precise location of overhead utilities and the location of overhead utilities shall be plotted on the work area plan?	NSW COP s3.2	Visual inspections are conducted and services plotted on the site layout. Survey includes sag points, pole distances, and clearances to structures or plant operating zones.
Information concerning the location of utilities shall be given to the responsible supervisor or contractor at the work site?	WHS Reg Cl 37; COP s4.1	Utility location data is briefed during pre-start and included in work zone hazard maps. Supervisors receive updates following any changes.
The relevant authorities shall be notified of any inconsistencies between the information they provided and the actual location of the utilities?	WHS Reg Cl 38	Any discrepancy between field observation and provided utility information is reported to the supply authority for clarification and revalidation before continuing work.

The possibility shall be considered to have the supply authority de-energise the overhead lines while work is being carried out in the vicinity?	NSW COP s4.3	For critical proximity or unavoidable crossing, arrangements are made with the utility owner for line de-energisation or isolation. A risk-benefit analysis is documented.
Only qualified personnel shall be allowed to operate plant and equipment near overhead utilities? In this case personnel who have completed a 'Crane and plant electrical safety' course conducted by a suitably industry experienced trainer with an approved RTO?	NSW COP s5.1	Only plant operators with current competencies and who have completed 'Electrical Safety Awareness for Crane/Plant Operators' are permitted to work near overhead lines. Certificates are checked and logged.
An observer shall be present to watch the operation of the plant and equipment at all times while it is being operated in the vicinity of overhead utilities?	NSW COP s5.2	A designated and trained safety observer is stationed to monitor clearances at all times. Observers are empowered to stop work if risk thresholds are breached.
All plant and equipment to be used in the vicinity of overhead utilities shall be appropriately insulated?	WHS Reg Cl 150; AS 2550.15	Insulated boom lifts and rubber mats are used where applicable. Non-conductive tag lines and hand tools are also used near conductors.
The minimum working distances specified in NSW COP 2006 Working Near Overhead Powerlines for unauthorised persons shall be complied with: 8m for >330kV, 6m for >132kV but <330kV, 3m for <132kV?	NSW COP s3.4 Table 1	All work is planned with these mandatory minimum approach distances (MADs) strictly observed. Work zones are physically marked on site using barriers or signage.
Allowance shall be given to variations in the sag of the line at different times of the day?	NSW COP s3.5	Work scheduling considers increased sag due to heat during the day. Field measurements are taken in the early morning and verified throughout the day as temperature changes.
Allowance shall be given to the sway of the lines, particularly if wind conditions change during the work period?	NSW COP s3.6	Line sway is monitored in windy conditions. Minimum distances are increased accordingly, and plant is restricted during high wind alerts.
The supply authority shall be told when work in the vicinity of overhead utilities has been completed and a record of the notification shall be kept?	WHS Reg Cl 38; Utility Protocols	On completion, notification is issued to the relevant authority confirming that all work near overhead assets has ceased. Email confirmation and correspondence are filed for audit trail.

7.11 Site Specific Hazard Management Tool (H11) – Excavation

Excavation is defined to include the excavation or filling of trenches, ditches, shafts, drifts, rises, wells, tunnels and pier holes or work involving the use of caissons and cofferdams or any similar work involving excavation depths greater than 1.5 metres.

Concerning the Excavation Procedure, does the procedure outline how:

Requirement	Reference Section	Assessor's Findings
The nature and condition of the ground or working environment and all foreseeable hazards arising from the excavation work shall be subject to a risk assessment, in particular:	WHS Reg Cl 305–308; SWA Excavation Code s3.1	A comprehensive site-specific risk assessment was conducted, identifying all major geotechnical and site risks. Risk factors were addressed through planning, controls, and documentation.
The possibility of the fall or dislodgement of earth/rock or other materials?	SWA Excavation Code s4.1	Slope stability, loose materials, and rock faces are assessed. Shoring or battering applied based on soil classification. Debris netting and catch zones installed where required.
The instability of the excavation or adjoining structure?	WHS Reg Cl 305	Nearby structures are surveyed. Vibration monitoring and crack gauges installed on sensitive structures. Shoring designed to protect adjoining footings.
The inrush of water (or any other substance e.g. sewer)?	SWA Excavation Code s4.2	Drainage controls, bunding, and pumps installed. Works suspended during heavy rainfall. Sewer lines identified and isolated where applicable.
The placement of excavated material?	SWA Excavation Code s3.4	Spoil is placed at least 1 metre back from the edge of the excavation. Stockpile areas are signed and stabilised.
Instability due to person or plant working adjacent to the excavation?	SWA Excavation Code s4.1	Exclusion zones are set for plant and pedestrians. Loads are lifted away from trench edges. Ground-bearing capacity assessed for heavy plant routes.
Contact with overhead utilities?	WHS Reg Cl 305	Overhead services are marked and included in risk assessments. Height limit signage in place for plant with raised arms or booms.
Effect of mobile plant on the stability of the excavation?	SWA Code s4.3	A 2:1 setback from the edge of excavation is maintained for mobile plant unless ground has been assessed as stable. Spotters are used.
Contact with persons or other machinery?	WHS Reg Cl 36	Plant-pedestrian separation is enforced. UHF radio and visual contact used to control interface. Traffic spotters and banksmen in place.
Ejection of material?	WHS Reg Cl 306	High-pressure ejection risk is controlled by not excavating near buried pressurised services without potholing and de-energising. Shrouds used during hydraulic tool operation.
Possibility of overturning?	SWA Excavation Code s4.4	Excavators are operated with stability controls in place and never at full extension near an edge. Exclusion zones enforced.
The possibility of the excavation becoming a confined space?	WHS Reg Cl 66–69	All excavations are assessed for confined space risks based on depth, air quality, and access. If classified as a confined space, additional permit procedures are enforced.

Procedures will demonstrate how		
Requirement	**Reference Section**	**Assessor's Findings**
A geotechnical engineer shall be consulted where appropriate and where the angle of repose is greater than 45 degrees a written certification is required?	WHS Reg Cl 307; SWA Code s5.3	Where battering exceeds 45°, a geotechnical report and written certification are obtained. Recommendations are implemented on site.
A written SWMS shall be developed and all excavation workers shall be trained on its requirements?	WHS Reg Cl 299	Excavation-specific SWMS is developed for each phase of the work. All workers sign on and are briefed in toolbox sessions.
An adequate system of safety (including, benching, battering, shoring, or other forms of earth retention) shall be used to control the major hazards associated with excavations?	WHS Reg Cl 305	Shoring boxes, hydraulic braces, and benching methods are selected based on site geology and depth. Structural engineer input obtained.
Excavations (actual, previous or planned) in the near proximity shall be identified and their impact on the works assessed?	SWA Code s3.5	As-built surveys and historic site records are reviewed. Proximity excavation sequencing is planned to maintain structural integrity.
Underground and overhead services shall be identified, marked, and located prior to excavation commencing?	WHS Reg Cl 305	Dial Before You Dig plans, potholing, and physical markers used before starting work. All known services are colour-marked onsite.
Provision shall be made to adequately secure the site at all times including when left unattended?	WHS Reg Cl 306	Fencing, signage, and temporary lighting are in place to prevent falls into open excavations. Gates locked after hours.
A competent person shall be appointed to supervise all excavation work at a depth of more than 1.5 metre, work in tunnels, on caissons and cofferdams or compressed air work in an excavation?	WHS Reg Cl 146	A certified excavation supervisor is appointed and available onsite for all deep excavation works. Records are maintained.
Safe access and egress shall be provided for in the excavation (including to and from caissons and cofferdams) throughout the duration of the works?	SWA Code s4.5	Ladders, stairways, and scaffolds are installed at intervals not exceeding 6m travel distance. Escape routes are unobstructed and signed.
Persons will not work alone in or around an excavation ranked as high or medium risk?	WHS Reg Cl 39	No lone work permitted in or around excavations deeper than 1.5m. Team work is enforced. A spotter is always required.
An inspection schedule shall be developed and completed by a competent person during the excavation?	SWA Code s5.4	Daily and post-rainfall inspections by a trained person are logged and corrective actions taken. Checklists are retained in the site WHS file.
Checks are undertaken to identify any heaving or swelling of the ground at the bottom of the excavation, or any changes to soil conditions where water is seeping in, and work methods are modified where required?	SWA Code s5.4	Signs of base heave, softening, and water ingress are monitored. Dewatering and support adjustments are implemented as needed.
Provisions for a stand-by person shall be implemented?	WHS Reg Cl 305	A trained standby/rescue person is appointed for all deep excavation or confined trench work. Communication tools provided.
The placement of excavated material shall be considered and planned for?	SWA Code s3.4	Stockpiles are placed away from the edge of the trench to prevent surcharge or collapse. Locations are stabilised and delineated.
Excavation in, or adjacent to roads shall be adequately shorted or supported to:		
Requirement	**Reference Section**	**Assessor's Findings**
Ensure the stability of residual road slab after excavation is complete?	TfNSW Specs; AS 3798	Shoring and underpinning installed beneath slab extensions to avoid undermining. Inspection reports confirm stability.

Provide support for all pavements or road surfaces whilst the excavation is open?	TfNSW Guide s4.2	Steel trench shields and trench boxes are used under roadways. Road plates used during off-hours or crossings.
Control for instability due to adjacent or overhead traffic?	TfNSW Manual Sec 4	Traffic loads considered in excavation design. Barriers and traffic detours reduce vibration and proximity risks.
Trench covers and shoring shall be approved by a structural engineer?	WHS Reg Cl 306	All engineered supports and plates are certified for load capacity. Designs are stamped and stored in the site folder.
Safety barriers or delineations used on road sites shall comply with the TfNSW Traffic Control at Worksites Manual and/or any other relevant standards or specifications?	TfNSW Manual Sec 6	Traffic control zones meet TfNSW standards with bollards, flashing lights, signage and class-rated barriers installed. Spot audits performed.
The emergency procedures shall address all foreseeable major hazards, particularly the following:		
Requirement	**Reference Section**	**Assessor's Findings**
Collapse of excavation?	WHS Reg Cl 42	Emergency plan includes procedures for immediate evacuation, rescue equipment use, and call-out protocols. All workers briefed.
Unplanned contact with underground or overhead services?	WHS Reg Cl 38; SWA Code s5.6	Emergency isolation procedures are documented. All crews know where the shutoffs and emergency numbers are located.
Inrush of water or other substance into excavation?	SWA Code s4.6	Pumps and stop-logs are pre-positioned. High-risk zones have water monitoring. Spill kits and bunding are ready.
Exposure to hazardous substances?	WHS Reg Cl 351–353	If contaminated soil is suspected, air monitors and PPE are used. Licensed professionals handle hazardous material removal.
Emergency procedures shall be communicated to all persons working in or near the excavation works before work commences?	WHS Reg Cl 43	Emergency procedures included in site induction and reinforced via toolbox talks before excavation. Printed EAP posted on site boards.