

1.0 Purpose / Scope

This document prescribes the minimum mandatory Health, Safety and Environment (HSE) requirements that all Stoddart Group employees, subcontractors and their workers must comply with when undertaking work on behalf of Stoddart Group. Compliance with these Standards is a condition of engagement and forms part of Stoddart Group's Safety Management System.

- Safe Work Method Statement (SWMS)
- Pre-Start Risk Assessment (PSRA)
- Hazard Control Statements
- Builder requirements
- Site-specific safety rules
- Relevant Stoddart Group policies and procedures.

The purpose of these Standards is to establish a consistent minimum standard for planning, managing and undertaking construction work safely while meeting applicable Work Health and Safety (WHS) legislation.

Where there is any inconsistency between these Standards, the relevant SWMS, builder requirements or legislative requirements, the higher level of risk control shall apply.

Contractors are responsible for ensuring all workers engaged by them have read, understood and comply with these Standards and the applicable SWMS before commencing work.

2.0 Definitions

HRCW: High Risk Construction Work as defined under the applicable WHS Regulations.

SWMS: Safe Work Method Statement.

PSRA: Pre-Start Risk Assessment completed before work commences and whenever site conditions change.

PCBU: Person Conducting a Business or Undertaking.

Site Worker: Any Stoddart Group employee, subcontractor or subcontractor worker performing work on behalf of Stoddart Group.

3.0 High Risk Construction Work (HRCW) and Safe Work Method Statements (SWMS)

High Risk Construction Work (HRCW) must not commence until a current Safe Work Method Statement (SWMS) has been adopted, reviewed and is readily available at the workplace.

Before commencing HRCW, workers must:

- Be consulted on the applicable SWMS.
- Understand the hazards, risks and control measures relevant to the task.
- Confirm through the Pre-Start Risk Assessment (PSRA) that the SWMS remains suitable for the planned work and site conditions.
- Implement all controls identified in the SWMS before work commences.

Where site conditions change, additional hazards are identified, or the SWMS no longer reflects the work being undertaken, work must cease until the SWMS and PSRA have been reviewed and updated as required.

The applicable SWMS must be reviewed:

- before commencing HRCW;
- whenever the scope of work changes;
- following an incident or near miss;
- where new hazards are identified; and
- whenever the effectiveness of existing controls is in doubt.

No person is to intentionally deviate from the approved SWMS unless the work has stopped and the revised work method has been assessed, consulted on and approved.

Note: A SWMS does not replace the requirement to undertake a site-specific risk assessment. The PSRA is to be completed before work commences and whenever site conditions change.

4.0 Accessing site and work area

Before commencing work, all site workers must ensure the work area has been inspected and that hazards have been identified, assessed and controlled so far as is reasonably practicable.

- A Pre-Start Risk Assessment (PSRA) must be completed before work commences to verify that:
- The applicable SWMS remains suitable for the planned work.
- Site-specific hazards have been identified and appropriate controls implemented.
- Environmental conditions are suitable for the task.
- Required permits, authorisations and inductions have been completed.
- Plant, equipment and emergency arrangements are suitable for the work.

Site workers must:

- Conduct a walk-through inspection of the work area before commencing work.
- Consult with affected workers during the PSRA process.
- Verify that all required controls are implemented before commencing work.
- Stop work where uncontrolled risks are identified.
- Notify the Stoddart Group Supervisor of any hazards that cannot be adequately controlled.
- Review and update the PSRA whenever site conditions, work activities or hazards change.
- Comply with all builder and principal contractor site entry, induction and sign-in requirements.
- Where site conditions change during the course of the work, the PSRA must be reviewed before work recommences.

The PSRA is a dynamic risk assessment and does not replace the SWMS. The SWMS establishes the approved work method, while the PSRA confirms that the work can be undertaken safely under the actual site conditions on the day.

5.0 Safety training All site workers must be appropriately trained, competent and authorised to undertake the work they are performing.

As a minimum, site workers must:

- Hold a current General Construction Induction Training (White Card) or recognised equivalent.
- Complete the Stoddart Group induction before commencing work.
- Complete all required builder and site-specific inductions.
- Read, understand and acknowledge the applicable SWMS before commencing the task.
- Participate in the Pre-Start Risk Assessment (PSRA) process.
- Hold any licences, competencies or formal training required by legislation for the work being undertaken.
- Use only plant, equipment and tools for which they have been trained and deemed competent.
- Comply with these HSE Standards and all applicable Stoddart Group procedures.

Workers must immediately advise their supervisor where they are unsure of a task, are not competent to perform the work safely, or require additional instruction or supervision.

Supervisors are responsible for ensuring workers are appropriately inducted, trained and supervised for the activities they undertake.

6.0 Young or inexperienced workers

Young or inexperienced workers require additional supervision, instruction and support to ensure work is undertaken safely.

Supervisors, must ensure the level of supervision is appropriate to the workers:

- age;
- experience;
- competency;
- familiarity with the task; and
- the level of risk associated with the work.

Additional controls may include:

- direct supervision;
- task-specific instruction;
- competency verification;
- increased monitoring;
- staged introduction to higher-risk tasks.

Young or inexperienced workers must not undertake high-risk activities unless they have received appropriate instruction, are competent to perform the work and are under suitable supervision.

Records of training and instruction must be maintained where required.

7.0 Fitness for work

All site workers are required to present for work in a state, so they are fit to complete work safely. The following minimum requirements are to be met:

- Alcohol and illicit drugs are not to be taken onto site or consumed on site
- Persons are not to work affected by alcohol or drugs
- Persons affected by alcohol or drugs shall be removed from site and may face disciplinary action
- Where prescribed or over the counter medicine is taken that may affect performance (e.g. drowsiness), workers are to advise Supervisor immediately.

8.0 Personal listening devices

The use of personal listening devices, including headphones and ear buds, is prohibited while undertaking construction work unless specifically authorised as part of the work activity.

- Workers must remain able to hear:
- warnings;
- emergency alarms;
- mobile plant;
- instructions from other workers; and
- surrounding hazards at all times.

9.0 Remote work

- When working in remote locations where there is limited communications or other persons in the vicinity:
- Set up a contact schedule with Supervisor/Scheduler i.e. prior to leaving for site, at agreed intervals, and after completing job
- If no contact is made in the agreed time the Supervisor/Scheduler will organise a site visit
- Use your mobile phone (dial 112) in the event of an emergency

10.0 Work at heights

All work involving a risk of a fall from one level to another must be planned and undertaken to eliminate the risk of a fall, or where this is not reasonably practicable, minimise the risk so far as is reasonably practicable in accordance with applicable WHS legislation.

Before commencing work at heights:

- Assess the risk of a fall through the Pre-Start Risk Assessment (PSRA).
- Confirm the applicable Safe Work Method Statement (SWMS) remains suitable for the task.
- Select fall prevention controls using the hierarchy of controls.

- Ensure workers are trained and competent in the use of the selected access equipment and fall prevention systems.
- Confirm emergency and rescue arrangements are in place where required.

Priority shall be given to higher-order controls including:

- Eliminating the need to work at height where reasonably practicable.
- Using engineered solutions such as scaffolding, elevating work platforms (EWPs) or edge protection systems.
- Using work positioning or fall restraint systems where appropriate.
- Administrative controls and personal protective equipment (PPE) only where higher-order controls do not adequately eliminate the risk.

Where High Risk Construction Work applies, a current SWMS must be implemented before work commences.

Workers must not:

- Access roofs, structures or elevated work areas where conditions are unsafe.
- Work on wet, slippery or unstable surfaces.
- Remove or interfere with fall prevention systems unless authorised and alternative controls have been implemented.

Task-specific controls for roof work, scaffolding, ladders, low-level platforms, EWPs and fall prevention systems are detailed within the applicable SWMS.

Note: Legislative requirements and prescribed trigger heights may vary between jurisdictions. Workers must comply with the applicable WHS legislation, Codes of Practice and the task-specific SWMS relevant to the jurisdiction in which the work is being undertaken.

11.0 Working near mobile plant

Work involving mobile plant must be planned and managed to eliminate or minimise the risk of interaction between workers, vehicles and plant.

Where mobile plant is operating:

- Establish and maintain designated exclusion zones.
- Maintain effective communication between workers and plant operators.
- Ensure workers remain visible to plant operators at all times where practicable.
- Use spotters where visibility is restricted or where required by the SWMS or site conditions.
- Never approach operating plant until positive communication has been established and the operator has acknowledged it is safe to do so.
- Comply with all traffic management plans and site-specific requirements.

Where uncontrolled interaction between workers and mobile plant exists, work must cease until suitable controls have been implemented.

12.0 Respirable Crystalline Silica (RCS)

Activities that generate respirable crystalline silica (RCS) must be managed in accordance with applicable WHS legislation, Codes of Practice and Stoddart Group SWMS.

- Before undertaking silica-generating work:
- Identify whether the material contains crystalline silica.
- Select appropriate control measures using the hierarchy of controls.
- Implement dust suppression or local exhaust ventilation where required.
- Ensure suitable respiratory protective equipment (RPE) is selected and worn where required.
- Establish exclusion zones where necessary.
- Dispose of silica-containing waste in accordance with regulatory requirements.

Workers must not:

- Undertake uncontrolled dry cutting of silica-containing materials.
- Use compressed air or dry sweeping to clean silica dust.
- Commence work until required controls have been implemented.

Task-specific silica controls are detailed within the applicable SWMS and Hazard Control Statements.

13.0 Work near overhead power lines

Where work is undertaken near overhead or underground electrical services, workers must identify electrical hazards before commencing work.

Workers must:

- Maintain the applicable exclusion distances prescribed by legislation and electricity authorities.
- Confirm service locations where underground services may be present.
- Implement additional controls where work may encroach upon electrical exclusion zones.
- Stop work immediately where electrical hazards cannot be adequately controlled.

14.0 Lighting

- Lighting is to be suitable for the tasks performed (general work areas - 160 lux)
- Lighting is to be provided or work to cease where natural lighting becomes inadequate

15.0 Tools and equipment

All tools and equipment must be suitable for their intended purpose, maintained in safe working condition and used in accordance with the manufacturer's instructions.

Workers must:

- Inspect tools and equipment before use.
- Remove defective or damaged equipment from service immediately.
- Ensure required maintenance and inspection records are maintained.
- Use only equipment they are trained and competent to operate.
- Ensure guards, safety devices and protective features remain fitted and operational.
- Confirm task-specific hazards, PPE requirements and exclusion zones are identified within the applicable SWMS before commencing work.

Defective equipment must be tagged "Out of Service" and must not be used until repaired or replaced.

16.0 Ladders

Ladders are to be used only where they are the most appropriate means of access or for short-duration, light-duty tasks.

Before using a ladder, workers must:

- Inspect the ladder for damage or defects.
- Ensure the ladder is suitable for the task and rated for the intended use.
- Position the ladder on a stable, level surface.
- Secure the ladder where practicable to prevent movement.
- Maintain three points of contact when ascending or descending.
- Avoid overreaching or carrying loads that could affect stability.

Workers must not:

- Use damaged or defective ladders.
- Stand on the top step or top cap of a step ladder unless designed for that purpose.
- Use ladders as a working platform where a safer alternative is reasonably practicable.
- Move or reposition a ladder while a person is on it.

Task-specific ladder controls are detailed within the applicable SWMS.

17.0 Low level platforms

Low level work platforms, including hanging brackets, trestles and planks, must be selected, erected, used and dismantled in accordance with the manufacturer's instructions and applicable legislative requirements.

Before use, workers must ensure:

- Components are fit for purpose and in good condition.
- Safe Working Loads (SWL) are clearly identified and not exceeded.
- Platforms are erected on stable foundations.
- Required edge protection is installed where applicable.
- Access to the platform is safe and maintained throughout the work.
- Planks are secured to prevent movement.
- The work platform is inspected before use.

Workers must not:

- Use damaged or modified components.
- Overload the platform.
- Remove edge protection without authorisation.
- Use work platforms that do not comply with the manufacturer's requirements.

Task-specific requirements, including platform widths, permitted working heights and fall prevention controls, are contained within the applicable SWMS.

18.0 Electrical equipment

Electrical equipment used on construction sites must comply with applicable Australian Standards and legislative requirements.

Workers must:

- Inspect electrical equipment before use.
- Ensure equipment has current inspection and test records where required.
- Protect electrical equipment using an appropriate Residual Current Device (RCD).
- Test portable RCDs in accordance with the manufacturer's instructions and site requirements.
- Position leads to minimise damage, trip hazards and contact with water or traffic.
- Remove damaged electrical equipment from service immediately.
- Domestic-quality electrical equipment must not be used on construction sites unless specifically permitted.

19.0 Power actuated tools

Power actuated tools must only be used by trained, competent and authorised workers

.Before use:

- Inspect the tool and accessories.
- Confirm the correct power loads and fasteners are selected.
- Establish exclusion zones where required.
- Ensure appropriate PPE is worn.

- Follow the manufacturer's instructions at all times.
- Power actuated tools must never be pointed at another person and must be stored securely when not in use.

20.0 Generators

Portable generators must be used in accordance with the manufacturer's instructions and applicable electrical safety requirements.

Workers must:

- Position generators in well-ventilated locations.
- Keep generators clear of accessways and combustible materials.
- Ensure appropriate electrical protection is provided.
- Allow generators to cool before refuelling.
- Store and handle fuel safely.
- Prevent fuel spills entering drains or waterways.

Generators must not be operated inside enclosed or poorly ventilated areas due to the risk of carbon monoxide exposure.

21.0 Working outdoors

Construction work undertaken outdoors must be planned to minimise risks associated with weather and environmental conditions.

Inclement Weather

Workers must monitor weather conditions before and during work and cease work where conditions present an unacceptable risk.

This includes, but is not limited to:

- High winds.
- Rain.
- Electrical storms.
- Extreme heat.
- Reduced visibility.
- Wet, slippery or unstable surfaces.

Roof work, wall framing and other elevated activities must not be undertaken where environmental conditions increase the risk of injury.

Heat and UV Exposure

Workers must:

- Wear suitable sun-protective clothing.
- Apply SPF 50+ sunscreen regularly.
- Maintain adequate hydration.
- Utilise shade and rest breaks where practicable.
- Monitor for signs of heat-related illness.

22.0 Manual handling and musculoskeletal injury

Manual handling activities must be planned to eliminate or minimise the risk of musculoskeletal injury.

Where reasonably practicable:

- Use mechanical lifting aids.
- Reduce the weight of loads.
- Break loads into smaller components.
- Store materials to minimise unnecessary handling.
- Perform work at waist height where practicable.

Where manual lifting cannot be avoided:

Workers must:

- Assess the load before lifting.
- Keep loads close to the body.
- Avoid twisting while lifting.
- Coordinate team lifts through effective communication.
- Stop lifting where the load exceeds individual capability.

Passing Roof Sheets

Roof sheets are to be handled using the controls specified within the applicable Roofing SWMS, including communication, exclusion zones, manual handling techniques and mechanical lifting requirements where applicable.

Garage Doors

Garage doors and sectional door panels must be handled in accordance with the Garage Door SWMS, including the use of mechanical lifting aids and team lifting requirements where applicable.

23.0 Hot works

- Ensure housekeeping procedures are established and maintained [remove flammable materials from work area]
- Preparation of Hot Work Permit where required by builder
- Establish exclusion zone around work area using sign/s, hot work screens and blankets
- Flashback arrestors to be fitted to oxy-acetylene equipment
- Ensure suitable fire-fighting equipment is on hand while conducting hot work
- Ensure spotter in place during hot work
- Conduct fire watch check on completion of hot work

All persons undertaking welding/oxy cutting to wear suitable PPE including:

- Welding gloves

- Non-flammable clothing
- Riggers gloves to be worn when using grinders
- Eye protection [welding helmets, goggles, safety glasses]
- First aid kit to be on hand

24.0 Working around other trades

Construction activities must be coordinated to minimise risks created by simultaneous operations.

Workers must:

- Consult with other trades before commencing work.
- Coordinate work sequencing where practicable.
- Establish exclusion zones where required.
- Avoid working directly above or below other workers unless suitable controls are implemented.
- Display warning signage where required.
- Review the PSRA whenever other trade activities introduce additional hazards.

25.0 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is the lowest level of the hierarchy of controls and is only to be relied upon where higher-order controls cannot eliminate or minimise the risk so far as is reasonably practicable.

All Stoddart Group employees, subcontractors and their workers are expected to wear and maintain appropriate PPE when undertaking work on behalf of Stoddart Group. PPE requirements are outlined within these Standards, the applicable SWMS, builder requirements and site-specific risk assessments and are expected to be followed at all times.

Workers are expected to ensure PPE is:

- Suitable for the task being undertaken.
- Compliant with the relevant Australian Standards.
- Correctly fitted and maintained in good condition.
- Inspected prior to use.
- Replaced when damaged, defective or no longer provides the intended level of protection.

Minimum PPE Requirements

High-Visibility Clothing

- All persons attending Stoddart Group construction sites are expected to wear high-visibility clothing (shirt or vest) unless otherwise approved by the Principal Contractor or site-specific requirements.

Hand Protection

Suitable hand protection is expected to be worn where there is a risk of cuts, abrasions, burns or contact with hazardous materials.

Where handling roofing products, steel framing or other sharp materials, workers are expected to wear minimum Level 3 (Class B) cut-resistant gloves or an equivalent level of protection appropriate to the task.

When scoring plasterboard sheets, one or more of the following controls are expected to be used:

- safety square fitted with an integral hand guard.
- Auto-retracting safety knife.
- Minimum Level 3 (Class B) cut-resistant glove on the hand supporting the safety square.

Footwear

Groundwork

Workers are expected to wear suitable safety footwear during all ground-level construction activities. Damaged or excessively worn footwear should be replaced.

Roof Work and Roof Framing

Safety footwear is generally not suitable for work on roof framing or metal roofing.

Workers undertaking roof work are expected to wear:

- Enclosed footwear with flat, non-slip rubber soles.
- Well-fitting footwear with defined tread patterns.
- Footwear that is clean and free from mud, oil or other contaminants before accessing ladders, roof framing or roof surfaces.

Footwear should be inspected regularly and replaced where soles or uppers are damaged or where grip has deteriorated.

Hearing Protection

As a general guide, hearing protection should be worn whenever workers are required to raise their voice to communicate at normal conversation distance.

Respiratory Protection

Suitable respiratory protective equipment is expected to be worn where airborne contaminants, including dust or respirable crystalline silica, cannot be adequately controlled by higher-order controls and where identified within the applicable SWMS.

Eye Protection

Suitable eye protection is expected to be worn wherever there is a risk of eye injury, including activities such as cutting, drilling, grinding, welding or the use of power tools.

26.0 Environmental controls

Stoddart Group is committed to minimising the environmental impact of its construction activities. All workers are expected to undertake their work in a manner that protects the environment and complies with legislative, builder and site-specific environmental requirements.

- Workers are expected to:
 - Protect stormwater systems, waterways and surrounding land from contamination.
 - Prevent spills of fuels, oils, chemicals and other hazardous substances.
 - Dispose of waste in designated receptacles or approved disposal facilities.
 - Reinstate or maintain builder-installed environmental controls where disturbed.
 - Comply with erosion, sediment and dust control measures implemented on site.
 - Report environmental incidents, spills or uncontrolled releases to their Supervisor immediately.
- Environmental protection forms part of every Pre-Start Risk Assessment (PSRA) and should be considered before commencing work.

27.0 Emergency preparedness

Appropriate emergency arrangements are expected to be established before work commences.

Workers are expected to:

- Be familiar with site emergency procedures and evacuation arrangements.
- Know the location of emergency assembly areas.
- Ensure a suitably stocked first aid kit is readily accessible.
- Know the location of emergency equipment applicable to the task.
- Immediately report all injuries, incidents and emergencies.

Where identified within the applicable SWMS, emergency rescue procedures are expected to be established before commencing work.

In the event of an emergency:

- Contact Emergency Services on 000 (or 112 where applicable).
- Notify the Stoddart Group Supervisor as soon as practicable.
- Preserve the incident scene where required by legislation.
- Follow the directions of Emergency Services and the Principal Contractor.

28.0 Hazardous chemicals

The following information for hazardous chemical used on site is to be available for review:

- A register of all hazardous chemicals in use (available in the back of each SWMS)
- A risk assessment for all hazardous chemicals in use (available in the back of each SWMS)
- A Safety Data Sheet (SDS) for all hazardous chemicals in use (available on the Stoddart Group sub-contractors portal)

29.0 Incident reporting

All incidents, injuries, illnesses, hazards and near misses are expected to be reported to the relevant Stoddart Group Supervisor or Manager as soon as reasonably practicable.

Following an incident, workers are expected to:

- Stop work where required to prevent further harm.
- Make the area safe where it is safe to do so.
- Preserve the incident scene where required by legislation.
- Assist with the collection of relevant information.
- Participate in incident investigations where requested.

Where an incident is determined to be notifiable under applicable WHS legislation, the incident site is not to be disturbed unless necessary to:

- Assist an injured person.
- Remove a deceased person.
- Make the site safe.
- Comply with directions from an Inspector or Emergency Services.

Following an incident, the applicable SWMS and PSRA are expected to be reviewed to ensure controls remain suitable and effective.

30.0 Psychosocial Hazards, Bullying and Harassment

Stoddart Group is committed to providing a workplace that supports both the physical and psychological health of all workers.

Workers are expected to:

- Treat others with dignity and respect.
- Behave professionally at all times.
- Report bullying, harassment, discrimination or inappropriate workplace behaviour.
- Report psychosocial hazards to their Supervisor.
- Participate in the implementation of agreed control measures.

Stoddart Group is committed to identifying, assessing and managing psychosocial risks in accordance with applicable WHS legislation and regularly reviewing the effectiveness of implemented control measures.

31.0 Leaving site

Before leaving site, workers are expected to:

- Remove waste and excess materials from the work area.
- Leave the workplace clean, tidy and safe.
- Reinstate temporary safety and environmental controls where required.
- Secure tools, plant and equipment.
- Complete all required site sign-out procedures.
- Notify the Supervisor of any outstanding hazards or incomplete work.

32.0 HSE Golden Rules

Stoddart Group Safety Golden Rules

The Stoddart Group Safety Golden Rules represent the minimum safety expectations for all employees, subcontractors and their workers undertaking work on behalf of Stoddart Group.

These rules complement the requirements contained within this HSE Standard, the applicable Safe Work Method Statement (SWMS) and the Pre-Start Risk Assessment (PSRA). They are intended to promote safe behaviours, support effective risk management and help ensure everyone returns home safely each day.

Where a Golden Rule cannot be followed or conditions change, work is to stop until the risk has been reassessed and appropriate controls have been implemented.

The golden rules include:

- Complete a PSRA before starting work.
- Follow the applicable SWMS.
- Stop work if conditions change.
- Never bypass safety controls.
- Report hazards immediately.
- Wear the required PPE.
- Never work under suspended loads.
- Protect yourself and others from falls.
- Report incidents and near misses.
- If in doubt—stop and ask

32.0 References

- Work Health and Safety Act (applicable jurisdiction)
- Work Health and Safety Regulations (applicable jurisdiction)
- Safe Work Australia Model Codes of Practice
- Managing the Risk of Falls at Workplaces Code of Practice
- Managing Risks of Plant in the Workplace Code of Practice
- Managing the Work Environment and Facilities Code of Practice
- Australian Standards (where applicable)
- Stoddart Group Safe Work Method Statements (SWMS)
- Stoddart Group Pre-Start Risk Assessment (PSRA)
- Stoddart Group Policies and Procedures