PS SITE ESTABLISHMENT, LOGISTICS AND CHAIN OF RESPONSIBILITY

PURPOSE AND SCOPE

This standard gives instruction on site establishment requirements, planning for logistics and chain of responsibility under Heavy Vehicle National Law for project work sites and workplaces under Laing O'Rourke's control. For Major Office Amenities standards refer to HSE Information Major Contract Amenities and for office related items refer to HSE Information Office Safety.

SITE ESTABLISHMENT

AMENITIES

Laing O'Rourke's vision is to provide world class amenities as a measure of the value and respect for all of our Human Capital resources. Facilities are to be develop and expand to serve the needs of labour personnel at any one time similarly having equal standards and presentation of maintenance as construction progresses. The following are to be provided as a minimum on all sites of which are to be secure and serve the need for all personnel on the site:

- Toilets and showers
- Secure change rooms and lockers as required
- Cooking, eating and seating facilities where necessary to suit the site size
- Induction / training room
- First aid room as required
- Security gate house at each entry/exit point

A plan listing out sufficient amenities must be developed for each site. This needs to include the appropriate design and establishment for temporary wastewater storage systems where a sewer connection is not available.

Facilities must be adequate and accessible, and take into account all relevant matters including:

- An assessment of specific security risk
- The nature of the work being carried out at the workplace
- The nature of the hazards and health risks at the workplace
- The size, location and nature of the workplace, and the number of different work centres
- Distance of the workface from the amenities
- The number and composition of the workers at the workplace

- Cost of transport, erection, dismantling and connection
- Provision of adequate lifting points to allow safe placement and removal, servicing of the units, supplies, services and maintenance
- Use of existing buildings, fire proofing requirements
- Access routes and signage to allow safe access and present the correct image
- Suitable locations for parking of project vehicles, including visitors, deliveries and plant. Planning and suitable controls are to be included when establishing parking and waiting areas.

PROCUREMENT

- Site establishment amenities must be procured via the Select Accommodation Manager
- Adaptations (e.g. additional fittings etc.) of pre-existing permanent facilities required to meet minimum standard must also be procured via Select
- Amenities fittings above the standard (e.g. for site units) must be agreed to by the project team before procurement is requested

TEMPORARY SERVICES

All sites must have an appropriate an up to date Temporary Services Plan that identifies the reticulation & protection of all temporary services across the site. The plan must include:

- All temporary services including power, lighting, water, wastewater, drainage, fire and any communications
- Details and locations of Transformers, MSB's, Low & High Voltage cables, temporary generators, water meters, sewer lines temporary water grid locations etc.
- A schematic showing method of distribution
- Reviews of available supply to ensure availability
- Fail-safes and physical protection
- How all areas of the project are covered
- Detailed services staging plan
- The de-commissioning and removal of the temporary services.

All electrical installations must comply with Laing O'Rourke PS General Electrical Safety including current legal requirements AS 3008, AS/NZS 3017, AS/NZS3000 and AS/NZS 3012.s

CONSTRUCTION STANDARDS

When constructing access to site amenities such as temporary offices, toilets and other units/cabins consider access steps with:

- Treads
- Fixed handrails made from timber or metal
- Landing area of at least 1.2m to allow a person to stand on the top step with an outward opening door
- Mesh grid landing or boot brushes/scrape rails to clean footwear upon entry

- Non-slip surfaces
- Minimum clear width of doors of 750mm, corridor and stair widths 1000mm
- Ramps for disabled to AS 1428 where necessary
- Closure to the cabin underside by way of gauge wire netting, mesh or suitable material to prevent rubbish build up (causing fire hazards) and pest infestations

Full compliance with building regulations is not always required for temporary buildings, but where it is, approval from a building certifier must be obtained prior to occupancy.

VENTILATION

Site office doors and windows must have security screens. Fly screens must be provided to all accommodation units/cabins.

LIGHTING

Adequate lighting from natural and/or artificial sources must be provided to amenities in accordance with AS/NZS 16802.4 Interior Lighting or equivalent for the jurisdiction. Refer to HSE Information Lighting at Work for additional guidance.

DRINKING WATER

An adequate supply of cool, clean drinking water must be provided for workers at all times. The supply of the drinking water should be:

- Positioned where it can be easily accessed by workers
- Close to where hot or strenuous work is being undertaken to reduce the likelihood of dehydration or heat stress
- Separate from toilet or washing facilities to avoid contamination of the drinking water.
- The temperature of the drinking water should be at or below 24 degrees Celsius. This may be achieved by refrigerating the water or providing non-contaminated ice and shading water pipes and storage containers from the sun.
- Drinking water points should be provided near all hot and strenuous work stations
- Ice dispensers provided for sites subject to prolonged hot weather

SAFE KEEPING OF TOOLS

A space must be provided for employees to store hand tools inside amenity sheds during breaks/change times. Hooks or pegs (not nails) should be provided to enable hand tools to be kept off the floor. These should be in addition to hooks provided for clothes. Lockable chests/lockers must be provided for the safe keeping of employees' personal belongings including tool kits.

MOBILE FACILITIES

Where mobile facilities are required on short duration work or on a constantly moving linear project such as road or rail works, mobile units must be provided to the same standards outlined throughout this document. Mobile units must have generators and water tanks to offer appropriate electricity supply, drinking and sanitation facilities.

Laing O'Rourke approved suppliers must be used to provide properly prepared mobile cabins.

Vans can also be fitted out to provide temporary accommodation for mobile work tea.

FIRST AID FACILITIES

First aid equipment must be provided at the workplace, and all workers must have access to the equipment and access to facilities and trained people for the administration of first aid. An adequate number of workers must be trained to administer first aid.

An assessment must be conducted to determine the first aid requirements, have regard to all relevant matters, including the:

- Nature of the work being carried out at the workplace
- Nature of the hazards at the workplace
- Size and location of the workplace
- Number and composition of the workers and other persons at the workplace

Where there is deemed to be a high risk of injury or the project is remote from accident and emergency facilities, a first aid, treatment and recovery room must be provided.

A first aid room must be provided at a construction site where 100 persons or more work.

FIRST AID ROOMS

The first aid room must:

- Be maintained by a nominated qualified first aider
- Measure at a minimum of 5x3m (15m2)
- Be easily accessible to emergency services(minimum door width 1 metre for stretcher access)
- Be available for immediate use and only used for first aid treatment, or occupational health & safety purposes
- Be located so that it is readily accessible during working hours to persons working onsite and in close proximity to major access routes and amenities
- Be kept open and linked via radio, intercom or telephone communication to site management
- Be clearly marked with a standard sign (white cross and lettering on green background), and a notice identifying names, contact numbers, photographs and locations of first aiders
- Be situated at a convenient distance from toilets, a sink or a wash basin equipped with suitable drainage and a supply of clean hot and cold running water, and a means of boiling water
- Contain the following:
    - Amenities
        - cupboard for storage
        - work bench or a dressing trolley
        - smooth topped working surface, preferably of a non-porous type
        - couch with waterproof cover, blankets and pillows

- sink and hot and cold running water
- electric power point

- First aid supplies (within expiry dates)
  - first aid box (sample First Aid Box contents for smaller sites) and eyewash station
  - portable first aid kit for use outside the first aid room containing items required for the size of the workforce
  - copy of the current edition of an occupational first aid handbook
  - emergency trauma kit
  - clean protective garments and disposable gloves for first aiders
- Sanitary and other supplies
  - suitable container fitted with a disposable bag or liner for soiled dressings
  - suitable container for the safe disposal of needles or other sharp implements
  - sufficient supply of soap and disposable towels
  - bowls
  - paper disposable towels
  - drinking water and disposable cups
- Communication
  - radio, telephone or other suitable means of communication
  - emergency contact numbers
  - a record book for recording incidents when first aid has been given
- Equipment
  - stretcher, lifting frame or similar device for transporting patients
  - defibrillator (to be used by those that have been trained)
  - such special appliances, requisites and equipment for first aid as are otherwise required by law or as are necessary for appropriate having regard to the nature of the work undertaken at the place of work or site

FIRST AID ROOM MAINTENANCE

The first aid room must be kept clean, tidy, air-conditioned and well ventilated. It must be cleaned daily and after every incident. An appointed first-aider must be nominated to maintain stock of first aid room.

The first aid room must not be used for purposes other than first aid. It must not contain non-essential items.

SIGNAGE & SECURITY

The importance of clear and concise instruction to inform and communicate site rules and arrangements is paramount to the successful implement of such matters. At specific locations

and required intervals we shall deploy simple and recognisable imagery to ensure our provisions and arrangements are clearly presented. Presentation shall be professional and robust with a consistency to theme and content.

Notice Boards & Site Communication Material must be:

- Clearly visible at each entry point to the site – both vehicular & pedestrian
- Locations of Notice Boards are to be a minimum at each lunchroom, induction room, site amenities, pedestrian access way junctions and each floor of building structure
- Displayed at eye level with appropriate lighting where required
- Clear display of the Laing O'Rourke Logo on noticeboard with title of each document displayed clearly visible
- 'You are here' location clearly visible on each notice board

SITE PERMIETER FENCES AND HOADINGS

All sites are to have a full perimeter solid site boundary hoarding / fencing that is installed to provide appropriate, robust and necessary segregation and security between the public and the construction works. The hoarding / fencing shall be designed, installed and maintained to reflect a "front-of-house" professional &, consistent image, being punctured only at designated locations to provide access and egress from site. The perimeter of all sites must be established to ensure the adequate management and control of all personnel and vehicles entering and exiting the site. This includes the establishment of a physical barrier around the site perimeter that both:

- Defines the extent of the Laing O'Rourke site; and
- Restricts unauthorised entry

Prior to any site works commencing, public protection & security hoardings will be erected as needed for the safe execution of works. The type & detail of hoarding will largely depend on the activity taking place, its location and its risk to surrounding persons / property. A Structural Engineer is required to certify the design, and installation of the Hoarding structure inclusive of Hoarding Fence structures (Class A), and when installed the Overhead Protective Structure (Type B) that certifies the adequacy of the Hoarding to support all imposed loads, and when installed the Overhead Protective Structure (Class B) has a rating equal to or greater than 10kPa. Where shade cloth is attached to chain link fabric mesh fencing or to other mesh type fencing, the standard fencing geometry as detailed in AS1725.1 is not structurally adequate and the fence design and installation must be checked and approved by the Temporary Works Engineer.

Safety signage will be installed on the hoarding with relevant information displayed for ease of understanding.

SITE SECURITY AND ACCESS CONTROL

The site security & access to the site must be thoroughly considered and provide a professional approach with respect to the presentation of all site entry and exit points. The site entry/exit points are to be designed in such a way to be an effective entry portal where key messages can be displayed as per the example photos documented below. The Site Team must manage access to and from the site and ensure that at

any given time there is a live and accurate record of all personnel, guests and visitors. These records are to be collated daily and serve to evidence the level of work hours discharged during the undertaking of the works. Security measures which will assist in the security of the site include:

- Permanent marking of all equipment
- Careful control of material deliveries and distribution
- Regular & random checks on personnel leaving the site
- Careful control of all keys particularly for plant and accommodation
- Security access passes for all staff

LOGISITICS

The Site Logistics Plan describes the key drivers and approach that must be adopted for delivery. Efficiently managing the logistics of a project has a significant and positive impact on productivity, minimises wastage and improves quality as well as the health and safety outcomes. The objective for all Laing O'Rourke sites must ensure as a minimum the following:

HAZARDOUS MATERIALS STORES & WASTE AREAS

The approach from the outset must be to "eliminate waste by design and source" with waste avoidance as a priority, followed by reuse and recycling/reprocessing with disposal as a last resort. Waste Compounds are to be suitably identified and signed appropriately designating recyclables, general, re-use, hazardous wastes. The waste compound is to be located away from the site boundary and accommodation areas to reduce the risk of the perception of odour at these sensitive areas. Classification of all hazardous waste is to be clearly visible and contained to the current legislative standards. Performance measurement and target setting against estimated waste forecasts is to be easily documented and measured through the clear separation of different wastes generated.

LOADING / UNLOADING AREAS AND TEMPORARY LAY-DOWN AREAS

This is a critical aspect of the construction process and should not be confused with the storage of materials. Lay-down is a mind-set where the construction needs required materials or components to be cycled in and out of the building and as such generally requires the area to be kept clear for such reasons. This area demands free access by crane, fork-lift or other site plant to facilitate the servicing of the building during the construction phase. Where the intention is to have goods delivered to site on "self-sufficient" transport, where the unloading is achieved by crane mounted truck, refer to PS Cranes & Lifting and HSE Information Loading & Offloading Vehicles.

PLACEMENT, STORAGE AND DISTRIBUTION OF MATERIALS

Storage of material shall be driven by consumption with a 'just-in time' mindset from the outset. Storage areas are to be within proximity of the 'live' workface however are not to hinder the progression of any works, instead create ease and convenience for all contractors interacting with the workface. They are to be easily and safely accessible by internal site roads and pedestrian access ways at all times with clear and concise signage appropriately separating hazardous materials as necessary. With the progression of the structure, storage areas are to be repositioned to better facilitate the expanding works of which is to occur at the most appropriate time to prevent any disruption to the programmed works. Storage areas are to be neat, tidy and well presented with appropriate segregation and logical storing of equipment and supplies for ease of access.

Wherever possible, stored items are to be easily moved around the site by form of a fork lift, crane or hoist to reduce manual handling. Both Personnel & Material hoists shall be employed to provide quick & efficient means of vertical transport to work areas. Fork-lifts shall be employed as the work horse of the project, primarily servicing the unloading and distribution of material to hoists, loading platforms, lay-down or work front areas. Tower cranes and Mobile Cranes are to be sized and located specifically to support the work coverage and equally support storage, placement, lay-down and handling areas.

SAFE ACCESS THROUGH AND AROUND SITE

Safe access must be provided to/from amenities of particular note, correct construction of steps, handrails and landing platforms are mandatory.

Paths & access ways shall be aligned to provide safe and defined access to the work areas. Locations and routes shall be determined to effect simple and efficient access between work areas, site offices and amenities.

As with the road system, footpaths shall be constructed to a robust specification, employing a mix of Asphalt, Concrete and compacted hard fill as required. As with our approach to the site road network, we shall seek to establish main circulation routes, supported by localised accessing routes.

From the Site Office Accommodation, site personnel shall be channeled by a single route towards the main site works. This route shall continue as an artery between other work areas as required providing various sub-routes to specific work fronts. Key emphasis for all access ways

on site must be always on the prevention of slips/trips/falls, a clearly defined two means of egress and the segregation between vehicles and personnel as a non-negotiable.

VEHICLE MOVEMENT PLANS

Traffic movements within the confines of the workplace / project boundaries that do not interface with the public and / or road related areas do not require a formal traffic management plan but need to be managed utilising vehicle movement plans to:

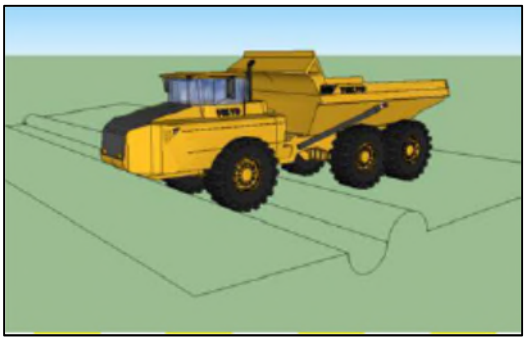
- Coordinate the safe movement of light and heavy vehicles through the site and mobile plant corridors
- Minimise and control the interface between vehicles, pedestrians and mobile plant
- Define and document speed limits, signage requirements, radio protocols, parking locations and traffic management personnel locations etc.

The VMP's should form part of the Site Management Plan and be communicated to personnel at regular intervals and when changes occur.

SITE PARKING AND ACCESS TO WAITING AREAS

The following are to be addressed as a minimum expectation at the site establishment planning stage:

- Un-controlled movement of Plant & Vehicles i.e. Roll away
- Interaction with people i.e. walkways and offices
- Damage to other plant and property
- Blind spots
- Drop off & pick up points
- Crossing points (people and plant)
- Reverse parking
- Drainage and Ground conditions (i.e. flat level ground, ground pressures readings)



V- Drains and Windrows for plant and vehicles

Wheel Stops and chocks

CHAIN OF RESPONSIBILITY

The Chain of Responsibility (CoR) legislation imposes legal liability on all those in the supply chain who have responsibility for tasks where their actions, inactions or demands put driver's lives and other lives at risk. Under the legislation, any party who has control in the supply chain or transport activities, can be held responsible and may be legally liable. The HVNL classifies Heavy Vehicles are vehicles greater over 4.5ton Gross Vehicle Mass (GVM), fatigue related over 12ton GVM.

We have a duty to ensure, so far is reasonably practicable the safety of any transport activities

Examples of roles that fall within the Heavy Vehicle National Law (chain of responsibility):

- Logistics Co-ordinator
- Store person
- Construction Manager
- Commercial & Procurement
- Loaders & Unloaders
- Supervisors

Our objective is to eliminate, where reasonably practicable, all CoR-related risks throughout our organisation. To this end, the following target areas have been identified and control to be implemented to mitigate the associated risks:

- Mass - risks minimised using load plans, payload registers, container weight declarations, booking procedures, regular inspections, dispatch manifests use of weight scales and weigh bridges, awareness of the GVM, Allowable axel weights & payload .
- Dimension - risks minimised using load plans, booking procedures, over-dimensional permits, route-planning, and Plant & equipment specifications.
- Load restraint - risks minimised using loading and restraint guidance, load safety inspection checklist, equipment pre-start checklist, load restraint training.
- Fatigue - prevented and monitored using driver schedules, route planning, journey management plans, work diaries, timesheets, loading and unloading time's guidance.
- Speed - prevented and monitored using IVMS, speed management review checklists, driver schedules and timeslot management, vehicle speed limiters, safe driving toolbox talks.

- Maintenance & Vehicle standards – safe to operate on the roads, regular maintenance and fit for purpose.

The online chain of responsibility awareness module is available on success factors. Please speak to your training coordinator for more details.

For practical application guidance for any of the above processes contact Select Plant Hire. Only approved Laing O'Rourke logistics providers can be engaged for transport movements

and should be coordinated through Select Plant Hire.

Key points / requirements

Conduct a risk assessment of the workplace heavy vehicle activities and implement the applicable controls.

Ensure the obligations are clear with the supply chain (who is responsible)

Review of the CoR Training guide and ensure training is provided

Ensure all those in the chain of responsibility are aware of their Roles and Responsibilities

Keep Senior Management informed of project / workplace performance in regards to Heavy Vehicles / CoR responsibilities.

Support the supply chain with guidance with regards to complying with the HVNL and our requirements.

Carry out regular engagement with the supply chain to discuss transport activities, or expectations and our obligations

Carry out audits of the supply chain & our workplace activities

Ensure Heavy Vehicles and their loads comply with relevant mass and dimension requirements.

Schedules do not require drivers to exceed the speed limit or exceed driving hour's regulations

Contingency plans are developed to deal with scheduling issues and problems with meeting timelines.

Drivers are kept informed of any delays which could affect their driving hours

Welfare facilities are available for drivers

Suitable Supervision is present to ensure compliance of our system requirements.

Checks are in place to ensure Goods, Plant & Equipment are appropriately secured and with the required dimensions

Ensure plant and equipment is maintained and fit for purpose (have a system to report these issues)

~~Refer also to the Select Transport Safety Management System.~~

COR RELATED GUIDANCE

- E-G-8-0533d Heavy Vehicle Guidance
- E-G-8-0542a CoR Roles and Responsibilities Guide
- E-G-8-0542f CoR Training Guide
- E-G-8-0542d Heavy Vehicle Dangerous Goods Transport Guidance

- E-P-8-0542a Heavy Vehicle Driver Fatigue Management Procedure
- E-P-8-0542b Heavy Vehicle Speed Management Procedure
- E-P-8-0542c Heavy Vehicle Load Management Procedure

RESPONSIBILITIES

The Site Manager or equivalent is responsible for the implementation of this standard.

REGULATIONS AND CODES

- SafeWork Australia Codes of Practice
- Heavy Vehicle National Law & Regulations
- Managing the Work Environment and Facilities
- Construction Work Code of Practice
- First Aid in the Workplace
- AS 1725.1 Chain link fabric fencing - Security fences and gates - General requirements

FORMS AND TEMPLATES

- E-T-8-0943 Project Start-up Safety Checklist
- E-P-8-0542e Transport Management Plan
- E-T-8-0542k Driver Trip Schedule
- E-C-8-0542c Scheduler Checklist
- E-T-8-0504b Dispatch Manifest
- E-C-8-0542d Load Safety Inspection Checklist
- E-T-8-0504a Container Weight Declaration
- E-T-8-0542b Load Plan Template
- E-T-8-0542j Heavy Vehicle Register
- E-C-8-0542g Speed Management Checklist
- E-T-8-0542k Driver Breach Investigation Form
- E-T-8-0542e CoR Self Assessment Tool