

Procedure

Corporate Safety - WHS General Construction Procedure

Document number: PRO-00005

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Rev no.	Description	Owner			Approved for issue			
		Position	Name	Signature	Position	Name	Date	Signature
7	Amended Version	Manager, WHS	Rodney Drake	Refer to supporting Info in Q-Pulse	GM SPS	Liz Kearins	23/08/2018	Refer to supporting Info in Q-Pulse

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1 Purpose

The purpose of this document is to:

- provide guidance to Seqwater staff about the timely consideration of WHS issues when undertaking Construction Work or engaging others to perform Construction Work
- assist Seqwater employees to conduct themselves in a way when undertaking Construction Work or a Construction Project that will help to fulfil the duties that are imposed on Seqwater under the WHS Act and any applicable WHS legislation.

When Contractors are engaged to undertake Construction Work, reference must also be made to the requirements established by the WHS Contractor Management Procedure ([PRO-00808](#)).

2 Scope

This procedure applies to all Seqwater Workers, business groups and work activities where Construction Work is to be undertaken by or on behalf of, Seqwater.

If design forms part of the Construction Work, reference must be made to the Safety in Design component of the Engineering Review and Approval Procedure ([PRO-01617](#)).

3 Definitions

Term	Definitions
HAZOP	A control systems hazard and operability study provides a means of systematically reviewing the design and operation of a control and safety system to identify potential hazards and/or operational problems.
Construction Project	A project which involves Construction Work with a value of \$250,000 or greater. Refer to the Construction Work Code of Practice 2013 (Safe Work Australia) for the method of calculating project value.
Construction Work	As defined in section 289 of the WHS Regulation, any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure. This includes: <ul style="list-style-type: none"> • any installation or testing carried out in connection with an activity mentioned above • the removal from the workplace of any product or waste resulting from demolition • the prefabrication or testing of elements, at a place specifically established for the Construction Work, for use in Construction Work • the assembly of prefabricated elements to form a structure or the disassembly of prefabricated elements forming part of a structure

Term	Definitions
	<ul style="list-style-type: none"> • the installation, testing or maintenance of an essential service in relation to a structure • any work connected with an excavation • any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with an activity mentioned above • an activity mentioned above that is carried out on, under or near water, including work on buoys and obstructions to navigation. <p>Construction Work does not include testing, maintenance or repair of a minor nature carried out in connection with a structure.</p>
Contractor	Any person or firm engaged under contract by Seqwater to undertake work. A Contractor is not an employee.
Hazard and Operability Study (HAZOP)	A HAZOP is a structured and systematic examination of a complex planned or existing process or operation in order to identify and evaluate problems that may present risks to personnel.
High-Risk Construction Work	<p>As defined in section 291 of the WHS Regulation, High-Risk Construction Work means Construction Work that involves any of the following:</p> <ul style="list-style-type: none"> • involves a risk of a person falling more than 2m • is carried out on a telecommunication tower • involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure • involves, or is likely to involve, the disturbance of asbestos • involves structural alterations or repairs that require temporary support to prevent collapse • is carried out in or near a confined space • is carried out in or near a shaft or trench with an excavated depth greater than 1.5m or a tunnel • involves the use of explosives • is carried out on or near pressurised gas distribution mains or piping • is carried out on or near chemical, fuel or refrigerant lines • is carried out on or near energised electrical installations or services • is carried out in an area that may have a contaminated or flammable atmosphere • involves tilt-up or precast concrete • is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians • is carried out in an area at a workplace in which there is any movement of powered mobile plant • is carried out in an area in which there are artificial extremes of temperature • is carried out in or near water or other liquid that involves a risk of drowning • involves diving work.

Term	Definitions
Job Safety & Environment Analysis (JSEA)	A JSEA is a method of identifying hazards in a job and developing ways to control the hazards to eliminate or minimise the risk to personnel, the environment and equipment.
Kick-off Meeting	The first meeting held on site the day the works are commencing.
Manager	A person with the responsibilities for managing a functional area of the business including the Workers within the relevant functional area. This includes, but is not limited to, Level 3 Managers, Principals, and General Managers. A Manager is also considered a Worker; however, Managers may have additional responsibilities for implementation of the WHS management system as well as any additional responsibilities as an officer of the business.
Pre-start Meeting	A meeting held either on site or in an administration building before site establishment and commencing work.
Principal Contractor	<p>The person conducting a business or undertaking appointed by Seqwater as the Principal Contractor for a Construction Project and given the management and control of the workplace (or parts of a workplace) at which the Construction Project will be carried out and who discharges the duties of the Principal Contractor.</p> <p>A Principal Contractor is to be appointed by Seqwater for a Construction Project. Seqwater may undertake the role of Principal Contractor. The decision for Seqwater to undertake the role of Principal Contractor must be approved by the relevant General Manager, in consultation with the Manager, WHS. The Seqwater person taking on the responsibility of the Principal Contractor must have a full understanding of their obligations outlined in the WHS Regulation.</p> <p>Seqwater may authorise a Contractor to have management or control of a workplace for Construction Work that is valued at less than \$250,000 (and is therefore not a Construction Project). However, in this situation, the additional duties of a Principal Contractor under Part 6.4 of the WHS Regulation would not be imposed on the Contractor.</p>
Safe Work Method Statement (SWMS)	<p>A SWMS sets out steps to enable supervisors, Workers and any other persons at the workplace to understand the requirements that have been established to carry out Construction Work in a safe and healthy manner.</p> <p>It sets out the work activities in a logical sequence and identifies hazards and describes control measures.</p> <p>The SWMS must be able to be easily read and understood by all people involved in carrying out the Construction Work.</p>
Structure	<p>As defined in the WHS Act, this means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes—</p> <ol style="list-style-type: none"> buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels); and any component of a structure; and part of a structure. <p>As defined in section 290 of the WHS Regulation, other examples include —</p> <ul style="list-style-type: none"> a roadway or pathway a ship or submarine foundations, earth retention works and other earthworks, including river works and sea defence works

Term	Definitions
	<ul style="list-style-type: none"> • formwork, falsework or any other structure designed or used to provide support, access or containment during Construction Work • an airfield • a dock, harbour, channel, bridge, viaduct, lagoon or dam • a sewer or sewerage or drainage works. <p>It does not apply to plant unless:</p> <ul style="list-style-type: none"> • the plant is: <ul style="list-style-type: none"> • a ship or submarine • a pipe or pipeline • an underground tank • designed or used to provide support, access or containment during work in connection with Construction Work • work on the plant relates to work that is carried out in connection with Construction Work • fixed plant on which outage work or overhaul work that involves or may involve work being carried out by 5 or more persons conducting businesses or undertakings at any point in time.
Superintendent	The person appointed by Seqwater to administer the construction contract on its behalf.
Superintendent's Representative	The Superintendent's Representative will act on behalf of the Superintendent with the day to day management of a construction contract. This role will generally be undertaken by the Works Coordinator.
Sub-Contractor	An individual or company engaged by a Contractor to perform part of a work task or service.
Verification of Competency	A method of assessment that can be used to demonstrate the Worker's ability to operate equipment and/or undertake the responsibilities of a role.
WHS	Work health and safety
WHS Act	<i>Work Health and Safety Act 2011 (Qld)</i>
WHS Management Plan (WHSMP)	A WHSMP defines the arrangements to manage work health and safety on a Construction Project.
Workplace Health and Safety Qld (WHSQ)	Regulator that enforces work health and safety laws
WHS Regulation	<i>Work Health and Safety Regulation 2011 (Qld)</i>
Works Coordinator	<p>An appropriately trained and competent Worker who has responsibility for managing the completion of a work activity.</p> <p>A Works Coordinator may be either an Seqwater employee or a Contractor depending on the work being performed.</p> <p>A Works Coordinator may include the Works Coordinator responsible for the delivery of a project or the supervisor of a team responsible for the completion of a work activity.</p> <p>The training and competency of the Works Coordinator will vary depending on the work activity they are managing i.e. a Works Coordinator managing an electrical work activity will require different training and competencies than a civil Works Coordinator.</p>

Term	Definitions
Worker	<p>A person who carries out work in any capacity for Seqwater, including work as:</p> <ul style="list-style-type: none"> • an employee • a Contractor or Sub-Contractor • an employee of a Contractor or Sub-Contractor • an employee of a labour hire company who has been assigned to work at Seqwater • an outworker • an apprentice or trainee • a student gaining work experience • a volunteer • a Worker of a prescribed class.

4 Roles and Responsibilities

Role	Responsibility
Commercial Services	<ul style="list-style-type: none"> • Ensure WHS requirements are included in all stages of the procurement and contract management process. • Retain records of Contractors' WHS performance. • During the procurement process undertake recording and maintenance of all required licences and insurances.
Contractors	<ul style="list-style-type: none"> • Comply with the relevant legal and WHS requirements of their contract or their terms of engagement. • Undertake a risk assessment and where required site visit prior to work commencing. • Review all site specific WHS registers (risk, asbestos, confined space etc.) prior to commencing on site. • Provide site specific safety documentation relevant to the work being undertaken. • Ensure only competent and qualified Workers undertake the work. • Undertake safety assurance activities to confirm that all Workers comply with their work specific WHS management plans such as WHSMP, SWMS and JSEA. • Comply with all lawful and reasonable safety directions provided by the Works Coordinator or any other Seqwater Worker. • Report WHS hazards, incidents (and provide incident reports) and near misses associated with an Seqwater workplace or while performing work for Seqwater to the Seqwater Incident Hotline (07) 3270 4040.
Managers	<ul style="list-style-type: none"> • Provide appropriate resources to adequately implement the construction management WHS processes detailed in this procedure.

Role	Responsibility
	<ul style="list-style-type: none"> • Complete workplace monitoring of Construction Work to verify that identified WHS hazards are being effectively managed and the requirements of this procedure are being consistently complied with. • Implement and communicate this procedure within their relevant business group. • Ensure, so far as is reasonably practicable, reviews of Construction Work conducted at their workplaces are undertaken to verify compliance with the requirements of this procedure.
Principal Contractor	<p>A Principal Contractor must (but its roles are not limited to):</p> <ul style="list-style-type: none"> • Undertake their own hazard identification prior to works commencing. • Prepare a WHSMP (Site-specific) for the workplace, ensuring so far as reasonably practicable that each person who is carrying out Construction Work is made aware of the plan, their right to inspect it and ensuring that a copy of the plan is easily accessible. Refer to Appendix B for specific requirements for this plan. (The WHSMP Template (TEM-00123) must be used where Seqwater will undertake the role of Principal Contractor). • Prepare or obtain and review the SWMS for all High-Risk Construction Work on the Construction Project prior to commencement. • Make arrangement for ensuring compliance with the requirements for general workplace management as per the WHS Regulation. • Manage the specific risks to health and safety associated with the Construction Project. • Install signs identifying the Principal Contractor at the construction site, including contact details, site office location. The signs must be clearly visible from outside the work area where the Construction Project is being undertaken. • Comply with all Principal Contractor duties outlined in all relevant legislative instruments.
Superintendent	<ul style="list-style-type: none"> • Responsible for the administration of the contract including ensuring that Contractors comply with WHS obligations. • Issue non-conformances where the Contractor fails to meet their WHS contractual obligations.
Superintendent's Representative	<ul style="list-style-type: none"> • Manage the delivery of construction contracts being delivered on behalf of Seqwater. • In consultation with the Superintendent, issue non-conformances where the Contractor fails to meet their contractual obligations. • Undertake regular assurance activities such as inspections and safety observations of Contractors performing Construction Work.
WHS Team	<ul style="list-style-type: none"> • Work with Managers, Works Coordinators and Contractors to implement processes for WHS Contractor management to assist Seqwater employees or representatives engaging the Contractor apply to this procedure. • Provide advice, support and consultation throughout the construction management process.

Role	Responsibility
	<ul style="list-style-type: none"> • Assist as required the Works Coordinator with reviewing Contractor WHS systems and associated documentation. • Work with and assist the Works Coordinator with undertaking regular audits, inspections and safety observations of Contractors in activities in accordance with workplace monitoring requirements established by the Manager, WHS. • Participate in, or review investigations of all Contractor incidents that occur as directed by the WHS coordinator and in accordance with the Incident Investigation Procedure (PRO-00793). • Undertake assurance activities to verify that construction management processes are being implemented.
Works Coordinator	<p>The Works Coordinator must:</p> <ul style="list-style-type: none"> • Provide written authorisation to the Principal Contractor to assume management or control of the workplace where Construction Work is to be performed and to discharge the duties of Principal Contractor. • Coordinate the safe delivery of Construction Projects they are responsible for. • Maintain currency of knowledge of applicable WHS legislation, policies, procedures and other obligations relevant to the projects they are responsible for. • Consult with the people who manage or control the work and those who carry out the work or who are affected by the work. • Where required act as the Superintendent’s Representative. • Ensure, so far as is reasonably practicable, Contractors comply with relevant Seqwater policies and procedures where communicated or provided. • Include WHS requirements in all stages of the procurement and contract management process. • Coordinate the supply and review of relevant safety documentation to the WHS team. • Implement strategies to confirm that Contractors comply with work specific WHS management plans such as WHSMP, SWMS and JSEA. • Ensure Workers comply with WHS contractual obligations, including any incident reports. • Communicate the requirements for workplace inductions, arrange site access, and all permits. • Receive and forward WHS reports from Contractors according to contract terms.

5 Procedure

Seqwater regularly undertakes and manages Construction Work at its workplaces. Seqwater and its Contractors have a range of legislative obligations associated with undertaking Construction Work.

5.1 Pre Construction

5.1.1 Scoping and Planning

A detailed scope must be developed defining the proposed Construction Work. Considering the works' complexity is essential in order to identify and manage WHS issues.

A hazard identification or risk assessment must be done as part of the scope development. WHS Hazard Identification Checklist (FRM-00944) can be used in the hazard identification process.

During the development of the scope, the following must be considered:

- requirements of Seqwater's Life Saving Controls ([MAN-00313](#))
- workplace specific hazards – these may be obtained via the site WHS risk register and other associated documents (e.g. asbestos register, confined space registers, chemical registers etc.). The WHS Hazard Identification Checklist (FRM-00944) must be used to support the identification of WHS hazards
- duration and scheduling of Construction Work – when will the work occur and how will this impact on other work occurring at the site. This should consider impact on the operation of the site, accessibility for other Seqwater employees and Contractors
- whether the work involves any High-Risk Construction Work
- whether a HAZOP/CHAZOP with relevant stakeholders is required
- the design for the purpose of using, constructing or manufacturing the plant or structure, information that identifies all known risks and hazards, and the conditions necessary for the plant or structure to be constructed, used and maintained without risk to health and safety.

5.1.2 WHS Documentation

5.1.2.1 Safe Work Method Statement (SWMS)

It is a requirement that all High-Risk Construction Work must have a SWMS developed and in place before the work commences. It is the responsibility of the Works Coordinator to ensure a job specific SWMS is completed for any Construction Work undertaken for Seqwater.

The primary purpose of a SWMS is to ensure supervisors, Workers and any other persons at the workplace understand what is required to carry out the High-Risk Construction Work in a safe manner.

People who will be required to understand a SWMS include:

- the Works Coordinator
- the supervisor of the High-Risk Construction Work
- the Worker carrying out the High-Risk Construction Work
- the Principal Contractor (if appointed) or the person who has management and control over the High-Risk Construction Work.

The JSEA/SWMS Template ([TEM-00013](#)) must be used by Seqwater employees to document their SWMS.

Refer to Appendix B for additional information on SWMS.

5.1.2.2 WHSMP

All Construction Projects must have a written WHSMP prepared before work on the Construction Project commences.

A WHSMP defines the arrangements to manage WHS on a Construction Project. The WHSMP identifies the risks associated with the project and defines the risk controls that need to be applied to allow for the management of risks at the project site.

The level of detail required for a WHSMP will depend on the complexity of the Construction Work (in particular the number of Contractors at the workplace at any one time) and the risks involved in the work.

The WHSMP must be available to and easily understood by all persons involved in the Construction Project (including Contractors and Sub-Contractors).

Where Seqwater is Principal Contractor, WHSMP Template (TEM-00123) is to be used to develop the project specific WHSMP.

5.1.2.3 Document Review

All Contractors' (and Sub-Contractors') job specific SWMS and where required WHSMP must be submitted and reviewed by the Works Coordinator prior to work commencing on site. This review must be documented and ensure the documents address the hazards associated with the scope of works and/or identified in the hazard identification checklist.

The JSEA/SWMS Checklist ([FRM-00627](#)) and the WHSMP Checklist ([FRM-00626](#)) can be used to [support](#) this.

If the work involves the Contractor performing High-Risk Construction Work or is a Construction Project, and where deemed necessary by the Works Coordinator, a review of the documentation can also be done in consultation with the WHS team.

These can be sent to the WHS team by emailing the documents to <mailto:safetydocreview@seqwater.com.au>

5 business days must be allowed for the WHS Team to review Contractor documents.

Note – Depending on residual risk level as outlined in the Hazard ID and Risk Management Procedure ([PRO-00657](#)) endorsement by relevant Managers and General Managers may be required.

5.1.3 Pre-start Meeting

After the contract has been awarded, the Works Coordinator must conduct a Pre-start Meeting with the Contractor and relevant stakeholders (as identified by the Works Coordinator) prior to the works commencing.

This meeting must clarify all WHS requirements (including but not limited to permits, key contacts, site access, WHS documentation, known site hazards, licences and competencies, schedule for monitoring of works, reporting requirements). This information is captured on the Program Delivery - Project Kick-off Meeting form ([FRM-00803](#)) and saved in REX.

If the job is minor low risk work, a Pre-start Meeting and document review may not be required in advance, these can be completed at the Kick-off Meeting.

5.1.4 Information, training and induction for Construction Work

Persons who have management or control of a workplace where Construction Work is carried out must provide relevant information, training and instruction to protect all Workers from risks to their health and safety arising from the work carried out (refer to Appendix C).

5.1.4.1 Workplace Specific Induction

The Principal Contractor must create a project specific induction. Everyone entering the Principal Contractor site, including Seqwater employees (i.e. WHS Team, Works Coordinators, Construction Managers, Operators, Superintendents) must have completed the induction for the site and must follow all sign in/sign out protocols that are in place at the site.

Project specific induction should include (but is not limited to):

- hazard and controls measures relevant to the site
- supervisory, consultation and reporting arrangements
- site safety rules
- workplace facilities, including location, use and maintenance
- first aid provisions and emergency procedures

Where Contractors are traversing across Seqwater property the Contractor will also be required to complete a Seqwater site specific induction.

5.1.4.2 General Construction Induction Training

All Workers must have successfully completed general construction induction training. This training must be delivered by a registered training organisation before starting Construction Work.

5.1.5 Licences

Workers who are carrying out High-Risk Construction Work must hold a current licence for the relevant class of High-Risk Construction Work.

Workers licenced to undertake High-Risk Construction Work must keep the licence document available for inspection under the WHS Act.

5.1.6 Verification of competency

A person who has management or control of a workplace where Construction Work is carried out must take all reasonable steps to ensure that the Workers at the workplace can demonstrate their ability to operate the plant and/or perform the tasks relevant to their role.

The Verification of Competency Assessment Form ([FRM-00638](#)) must be used when undertaking a Verification of Competency assessment for Seqwater Workers.

5.1.7 Notification to WHSQ

The Works Coordinator must ensure that any required notifications to WHSQ relating to the Construction Work they are responsible for are completed in accordance with the requirements established by the WHS Act or the WHS Regulation. This includes, but is not limited to, the provision of written notice to WHSQ at least 5 days prior to commencing:

- demolition work
- asbestos removal work
- lead removal.

5.2 On site Construction

5.2.1 Kick-off Meeting

The Works Coordinator will facilitate a Kick-off Meeting with the Contractor or Seqwater Workers prior to the works commencing to ensure:

- all Workers, Contractors, including their Sub-Contractors have undertaken the required Seqwater inductions and project specific induction
- all Workers, Contractors, including their Sub-Contractors have relevant qualifications/tickets
- PASS requirements are in place including site access, High-Risk Construction Work permits, isolation instructions, Major Works Permit, Project Works Permit
- all work WHS documents have been reviewed by the Works Coordinator and where required the WHS team and are on site available to all Workers.

This meeting must be documented and the Program Delivery - Project Kick-off Meeting form ([FRM-00803](#)) can be used and saved in REX.

Note: If the Works Coordinator is unable to attend the Kick-off Meeting they can delegate this to another Seqwater Worker. Any meeting conducted must be documented and records stored in REX.

5.2.2 Site establishment

During site establishment, a person with management or control of a workplace at which Construction Work is carried out must:

- ensure, so far as reasonably practicable, that the workplace is secured from unauthorised access
- install signs identifying the Principal Contractor at the construction site, including contact details, and site office location if a Construction Project. The signs must be clearly visible from outside the work area where the Construction Project is being undertaken
- provide a safe working environment
- provide and maintain adequate and accessible facilities
- implement and maintain emergency plans.

5.2.3 Monitoring of work

The Works Coordinator is to verify the implementation of the Contractor's agreed controls to manage hazards by conducting the following:

- Safe for life conversations
- activity inspections
- WHSMP audits
- project meetings.

Where the work is a Construction Project, the Works Coordinator is required to coordinate with the WHS team to arrange an audit of the Contractor's WHSMP no later than one month after mobilisation to site.

Additional inspections, safety observations etc. will be conducted as required where high-risk stages of works are being undertaken or where the Contractor's WHS performance may require an increase in monitoring. This is at the discretion of the Works Coordinator in consultation with the WHS team.

The results of audits and inspections must be documented. The Activity Based Inspection Form ([FRM-00632](#)) and the WHSMP Implementation assessment ([FRM-00669](#)) or “iAuditor” can be used to record outcomes prior to being saved in REX.

5.2.4 WHS incident reporting

It is a mandatory requirement that all work related WHS incidents, including hazard observations and near misses, are reported as outlined in the Incident Investigation Procedure ([PRO-00793](#)).

Contractors are required to as soon as practicable:

- notify the Works Coordinator and relevant Manager
- telephone Seqwater’s Incident Hotline (07) 3270 4040
- preserve the incident scene
- cooperate with Seqwater investigations
- provide a copy of the incident investigation report, including outcomes of all incident investigations within 5 days
- provide details of corrective actions implemented as a result of the investigation.

All Worker/Contractor WHS incidents will be investigated in consultation with the Works Coordinator and reviewed by the relevant WHS Advisor and in accordance with the Incident Investigation Procedure ([PRO-00793](#)). Details of the incident investigation will be recorded in Risk Wizard with the documentation saved in the project folder in REX.

5.2.5 Management of WHS non-conformances

During the performance of Construction Work, a Seqwater employee can request that work stop if they are informed or observe that the work is:

- not being conducting in compliance with applicable legislation or the JSEA/SWMS
- being conducting in such a way as to endanger the WHS of the Contractor’s Workers, Seqwater Workers or the general public.

The Seqwater employee will discuss the WHS concerns and request that the work method is reviewed to rectify the issues raised. The Works Coordinator must be notified immediately of any WHS issues.

If this does not address the concerns, the Works Coordinator or Superintendent will issue a Notice of Non-Conformance ([FRM-00517](#)) and direct the activity to cease immediately, and to make safe and remedy the breach.

If the breach is unable to be remedied immediately, the Works Coordinator or Superintendent is to suspend all work until such time that the work can be resumed in a safe manner. If the breach is with a Contractor, the non-conformance must be issued in accordance with contract terms.

All non-conformances and investigations raised will be communicated to stakeholders and sent through to the WHS team via the WHS mailbox, safety@seqwater.com.au to be recorded in Risk Wizard, REX and to the Commercial Services team for further action.

5.3 Post Construction

5.3.1 Works completion

As part of the works completion stage the Works Coordinator or nominated representative (which may include key stakeholders) must do a final walk of the site to confirm the works are free of hazards or potential hazards as a result of the commissioned work and that any known hazards are controlled.

In addition, the Works Coordinator should coordinate that:

- all required documentation and training (where previously agreed upon) of new installations, including safety processes have been undertaken with all relevant stakeholders
- updates have been made to the relevant WHS risk registers, confined space register, hazard chemical register and asbestos register where required
- updates have been made to all As Constructed and Asset Information documentation if required
- new or modified asset information including defects checklists is updated in REX (as detailed in Asset Information Instruction for Works Coordinators, Contractors and Suppliers ([PRO-01877](#))).

5.3.2 Contractor evaluation

After the completion of each contract where a Contractor was engaged, the Works Coordinator shall review and evaluate the Contractor’s WHS performance. The result of the review and evaluation will form part of the overall evaluation process for future tenders.

6 Monitoring and audit

The application of this procedure may be audited in accordance with the WHS Internal Audit Schedule and the Integrated Management System Internal Audit Procedure ([PRO-00002](#)).

7 References

7.1 Legislation and other requirements

Description	Status	Location
<i>Construction Work Code of Practice 2013</i> (Safe Work Australia)	Active	http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/construction-work
<i>Work Health and Safety Act 2011</i> (Qld)	Active	www.legislation.qld.gov.au
<i>Work Health and Safety Regulation 2011</i> (Qld)	Active	www.legislation.qld.gov.au

7.2 Supporting procedures

Description	Status	Location
PRO-01617 Engineering Review and Approval Procedure	Active	Q-Pulse & Waternet
PRO-00808 WHS Contractor Management Procedure	Active	Q-Pulse & Waternet
PRO-00657 WHS Hazard Identification and Risk Management Procedure	Active	Q-Pulse & Waternet
PRO-00388 WHS Incident Notification	Active	Q-Pulse & Waternet
PRO-00793 WHS Incident Investigation Procedure	Active	Q-Pulse & Waternet

Description	Status	Location
MAN-00211 WHS Management System Framework	Active	Q-Pulse & Waternet
PRO-01605 WHS Reporting Procedure	Active	Q-Pulse & Waternet
PRO-01574 – Training and Competency Management Procedure	Active	Q-Pulse & Waternet

7.3 Supporting documents, forms and templates

Description	Status	Location
TEM-00123 WHS Management Plan Template	Active	Q-Pulse & Waternet
TEM-00013 Job Safety and Environment Analysis/Safe Work Method Statement Template	Active	Q-Pulse & Waternet
FRM-00638 Verification of Competency (VOC) Assessment Form	Active	Q-Pulse & Waternet
FRM-00626 WHS Management Plan Checklist	Active	Q-Pulse & Waternet
FRM-00627 JSEA/SWMS Checklist	Active	Q-Pulse & Waternet
GDE-00103 WHS Workplace Inductions Guideline	Active	Q-Pulse & Waternet
FRM-00944 Hazard Identification Checklist	Active	Q-Pulse & Waternet
FRM-00627 JSEA/SWMS Checklist	Active	Q-Pulse & Waternet
FRM-00803 Kick off meeting agenda	Active	Q-Pulse & Waternet
FRM-00632 Activity Based Inspection	Active	Q-Pulse & Waternet
FRM-00517 Notice of Non-Conformance	Active	Q-Pulse & Waternet

Appendix A – Requirements for a WHSMP

All Construction Projects must have a written WHSMP prepared before work on the Construction Project commences.

A Manager may request a WHSMP be developed for projects with a value of less than \$250,000 to manage High-Risk Construction Work or where deemed necessary by the Works Coordinator.

WHSMP purpose

A WHSMP defines the arrangements to manage WHS on a Construction Project. The WHSMP identifies the risks associated with the project and defines the risk controls that need to be applied to allow for the management of risks at the project site.

The WHSMP must be available to and easily understood by all persons involved in the Construction Project (including Contractors and Sub-Contractors).

Responsibility for preparing a WHSMP

The Principal Contractor must ensure that a WHSMP is prepared for a Construction Project. If a WHSMP is otherwise required by the Works Coordinator, the person with management or control of the workplace must prepare the WHSMP.

Developing a WHSMP

The level of detail required for a WHSMP will depend on the complexity of the Construction Work (in particular the number of Contractors at the workplace at any one time) and the risks involved in the work.

WHSMPs must be prepared in consultation with all stakeholders who will be directly engaged in delivering the Construction Project.

The WHSMP must include the following:

- the names, positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the Construction Project
- the arrangements in place between Seqwater, Principal Contractors, Contractors and Sub-Contractors at the workplace for consultation, cooperation and coordination of activities in relation to compliance with their duties under the WHS Act and the WHS Regulation
- the arrangements in place for managing any work health and safety incidents that occur
- any site-specific health and safety rules and the arrangements for ensuring that all Workers at the workplace are informed of these rules
- the arrangements to collect, assess, monitor and review any SWMS.

The WHSMP may also include the following information:

- details of the person commissioning the Construction Work
- details of the Principal Contractor (if appointed)
- details of the Construction Project, for example address of the workplace, anticipated start and end date and a brief description of the type of Construction Work that the WHSMP will cover
- details on how Contractors and Sub-Contractors will be managed and monitored, including how the Principal Contractor intends to implement and ensure compliance with the WHSMP, such as checking on the performance of Contractors and Sub-Contractors and how non-compliance will be handled

- details on how the risks associated with falls, falling objects and any High-Risk Construction Work that will take place on a Construction Project will be managed
- the provision and maintenance of a hazardous chemicals register, safety data sheets and hazardous chemicals storage
- the safe use and storage of plant
- the development of a Construction Project traffic management plan
- obtaining and providing essential services information
- workplace security and public safety
- ensuring Workers have appropriate inductions, training and licences to undertake the Construction Work.

People with health and safety responsibilities

Persons at the workplace whose positions or roles involve specific health and safety responsibilities must be identified in the WHSMP. For example, people who should be listed include WHS Managers, first aid officers and Works Coordinators. Their responsibilities should be briefly described. Health and safety representatives do not need to be listed, unless they have a coordinating role separate to their role as a health and safety representative.

Arrangements for consultation, cooperation and coordination

An important part of the WHSMP involves the arrangements for consultation, cooperation and coordination of all persons conducting a business or undertaking at the workplace.

The Principal Contractor must include details in the WHSMP about how the persons conducting a business or undertaking at the workplace will consult and cooperate with each other. There should be ongoing consultation and cooperation between all duty holders so that when work overlaps, each person is aware of other construction activities and can control any associated hazards and risks. Examples include:

- holding pre-commencement WHS meetings with all Contractors and Sub-Contractors
- scheduling regular Contractor/Sub-Contractor WHS meetings
- holding toolbox WHS meetings
- establishing a Construction Project WHS committee
- distributing a regular WHS newsletter.

In many cases, people who have responsibilities are not always at the workplace at all times.

It is recommended that consultation arrangements for communicating with people off-site also be included in the WHSMP.

The WHSMP must detail the arrangements that the Principal Contractor will use to coordinate the Construction Work to ensure compliance. It must also include the process for developing, reviewing and distributing SWMS, along with providing training to Workers.

Arrangement for facilities

In accordance with the requirements of the WHS Regulation, the Principal Contractor (if appointed) or person who has management or control of a workplace where Construction Work is carried out must ensure, so far as reasonably practicable:

- the provision of adequate facilities for Workers, including toilets, drinking water, personal hygiene facilities and eating facilities
- that the facilities are maintained in good working order and are clean, safe and accessible.

When providing facilities, the following should be considered:

- the nature of the work being carried out at the workplace
- the nature of the hazards at the workplace
- the size, location and nature of the workplace
- the number and composition of the Workers at the workplace.

Refer to the *Construction Work Code of Practice 2013* (Safe Work Australia) for additional details regarding facilities required at construction workplaces

Arrangements for managing incidents

The Principal Contractor should consider the types of health and safety incidents that might occur.

The WHSMP should document the actions that will be taken, and allocation of responsibilities, during an emergency. Where a party other than Seqwater is the Principal Contractor, then the incident management requirements must be detailed in the Principal Contractor's emergency response plan.

Where Seqwater is the Principal Contractor for a Construction Project, the incident management requirements defined in the Seqwater Emergency Response Plan ([ERP-00001](#)) must be addressed.

The WHSMP should also include arrangements for reporting and acting upon any incidents, hazards and near misses.

Site-specific health and safety rules

The WHSMP must detail any site-specific WHS rules that the Principal Contractor requires persons to comply with, and the arrangements for ensuring all persons at the workplace are informed of these rules. The rules should be simple and clear.

The nature of the work, hazards, size and location of the workplace, and the number and composition of the Workers and other persons at the workplace can assist in determining the site-specific rules.

Upon finalisation of the rules, the Principal Contractor should inform everyone in the workplace about the rules. Ways of informing people about the safety rules are:

- holding Pre-start Meetings
- holding toolbox meetings or face-to-face discussions
- Safety meetings and safety moments
- posting them in a prominent position at the workplace
- distributing copies to everyone at the workplace.

If there are people at the workplace who do not have a good understanding of the English language or where they may have poor literacy skills, the WHSMP should set out how these people will be informed of the rules.

Arrangements to prepare, collect and assess, monitor and review SWMS

The WHSMP must include details of the arrangements for the preparation, collection and any assessment/approval, monitoring and review of SWMS at the workplace.

The Principal Contractor may establish a process to ensure that the work being undertaken does not conflict with control measures being used by other Contractors or Sub-Contractors working in the same location or create additional risks for others.

The WHSMP must also include arrangements to ensure that SWMS are followed by all affected Workers (including Contractors and Sub-Contractors), and that work is ceased if the SWMS is not being followed.

Implementing a WHSMP

The Principal Contractor (if appointed) or the person who has management or control of a workplace where a Construction Project is carried out must:

- ensure that all persons who are to carry out Construction Work on the Construction Project are made aware of the content of the WHSMP in respect to their work and their right to inspect the plan
- make Workers aware of the parts of the WHSMP that are relevant to the work they are carrying out
- monitor and manage work to verify that the WHSMP is being complied with.

The WHSMP (including any revisions to it) must be kept and made available to any person engaged to carry out Construction Work and for inspection under the WHS Act until the Construction Project to which it relates is completed.

The WHSMP must be kept at the workplace where the Construction Project is being undertaken.

Reviewing a WHSMP

The person who has management or control of a workplace where a Construction Project is carried out must review and, as necessary, revise the WHSMP to ensure it remains up to date and relevant for the Construction Project.

Situations where a WHSMP may be reviewed include:

- changes of critical personnel, for example Works Coordinator, site supervisor, WHS Manager
- if safety rules on site change
- changes in legislation, regulations or codes of practice
- where there are significant changes to site conditions resulting in changes to persons with responsibility for health and safety or additional persons with responsibility for health and safety.

Where reasonably practicable, the review process should be undertaken in consultation with all stakeholders involved in delivering the Construction Project.

Where the revision of a WHSMP results in changes to a work process, the person in control of the Construction Project must, so far as is reasonably practicable, ensure all persons involved in carrying out Construction Work for the Construction Project are made aware of any revisions to the plan and to any associated SWMS.

Appendix B – Requirements for SWMS

A SWMS must be prepared before any High-Risk Construction Work commences at an Seqwater workplace. At Seqwater, all SWMS are developed utilising the JSEA/SWMS Template ([TEM-00013](#)).

SWMS purpose

The primary purpose of a SWMS is to ensure supervisors, Workers and any other persons at the workplace, understand what is required to carry out the High-Risk Construction Work in a safe manner.

A SWMS sets out the work activities in a logical sequence, identifies hazards for each step of the sequence, and describes control measures to be implemented.

The SWMS must be able to be easily read and understood by all people involved in carrying out High-Risk Construction Work. People who will be required to understand a SWMS include:

- the supervisor of the High-Risk Construction Work
- the Worker carrying out the High-Risk Construction Work
- the Principal Contractor (if appointed) or the person who has management and control over the High-Risk Construction Work.

Responsibility for preparing SWMS

The person in control of the High-Risk Construction Work being carried out must ensure that a SWMS is prepared for the work activity.

Where multiple High-Risk Construction Work activities are occurring in close proximity to each other, all work groups must consult, cooperate and coordinate to:

- avoid inconsistencies in work planning
- ensure that they are carrying out their work safely
- ensure that additional hazards are not created as a result of the work activities.

Developing a SWMS

Workers who will be directly engaged in undertaking the High-Risk Construction Work and their health and safety representatives must be consulted in the preparation of the SWMS.

When preparing a SWMS, the following must be taken into account:

- the complexity of the work and the hazards associated with the High-Risk Construction Work
- the circumstance at the workplace that may affect the way in which the High-Risk Construction Work is carried out
- on a Construction Project, any specific requirements detailed in the WHSMP prepared by the Principal Contractor.

The SWMS must:

- identify the sequence of work activities required to perform the High-Risk Construction Work
- specify hazards relating to each step of the High-Risk Construction Work and the risks to health and safety associated with those hazards

- identify how hazards and risks will be eliminated (where reasonably practicable) or otherwise minimised by implementation of risk control measures
- provide clear direction on how and when the risk control measures will be implemented, monitored and reviewed (i.e. there should be no statements requiring a decision to be made by supervisors or Workers e.g. the statement 'use appropriate PPE' does not detail the control measures).

A SWMS may also include the names of Workers that have been consulted on the content of the SWMS, the date the consultation occurred and the signature of each Worker acknowledging their participation in this consultation and the opportunity to discuss the proposed measures.

A SWMS checklist ([FRM-00627](#)) has been developed to aid Works Coordinators in reviewing the adequacy of their Contractors' SWMS.

All SWMS developed to manage High-Risk Construction Work at Seqwater workplaces must be forwarded to the Seqwater WHS Projects and Compliance Coordinator for review. The Seqwater WHS Projects and Compliance Coordinator will review the SWMS to assess and provide comment on the following:

- legislative compliance
- the suitability of risk assessments
- the suitability of controls
- new or alternate control measures
- alternate work methods.

Implementing a SWMS

The person in control of the High-Risk Construction Work being carried out must:

- ensure that all persons who are to carry out High-Risk Construction Work are made aware of the content of the SWMS in respect to their work
- make Workers aware of the parts of the SWMS that are relevant to the work they are carrying out
- monitor and manage work to ensure that the SWMS is being complied with.

The SWMS (including any revisions to it) must be kept (including saving a copy of the document in REX) and made available to any person engaged to carry out Construction Work and for inspection under the WHS Act until the Construction Project to which it relates is completed or, in the event of a notifiable incident, for a period of two years following the incident.

The SWMS must be kept at the workplace where the Construction Project is being undertaken.

Where work is being undertaken that contravenes a requirement of a SWMS, the work activity must stop immediately or as soon as it is safe to do so. Work must not resume until:

- the non-compliance is identified and communicated to the Workers involved in the work activity
- the work activity and the SWMS are reviewed to ensure that the method defined in the SWMS is the most practical and safest way of doing the work activity
- where another method is identified to perform the work activity, the SWMS should be revised to take this change into account before re-commencing work
- the requirements of the SWMS are communicated and understood by all stakeholders involved in performing the High-Risk Construction Work.

Reviewing a SWMS

A site specific SWMS must be reviewed (and revised if necessary):

- following the occurrence of an incident, injury or near miss
- if non-conformances in work activities are identified
- if relevant risk control measures are revised
- if a risk control measure does not control the risk it was implemented to control so far as is reasonably practicable
- before a change in the workplace that is likely to give rise to a new or different health or safety risk that the risk control measures may not effectively control
- if a new hazard or risk is identified
- if the results of consultation by Seqwater indicate that a review is necessary
- where a health and safety representative who represents a relevant work group at the workplace requests a review.

The review process must be carried out in consultation with Workers (including Contractors and Sub-Contractors) who may be affected by the operation of the SWMS and their health and safety representatives who represent that work group at the workplace.

When a SWMS has been revised, the Works Coordinator must ensure:

- all Workers involved with the High-Risk Construction Work are advised that a revision has been made and how they can access the revised SWMS. For a Construction Project, the Principal Contractor must be given a copy of the revised SWMS
- all Workers who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS
- all Workers that will be involved in the High-Risk Construction Work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

Appendix C – Workplace induction training

Construction induction training

All Workers undertaking Construction Work at Seqwater workplaces must have:

- successfully completed a general construction induction training course in the previous two years
AND
- carried out Construction Work in the previous two years.

The general construction induction training (commonly known as the white card) must be delivered in Australia by a registered training organisation and cover the content set out in the specified vocational education and training course for general construction induction training.

Any Worker who does not meet the above criteria is prohibited from undertaking any Construction Work at a Seqwater workplace. All training required for a construction workplace where Seqwater has management or control of the workplace will be provided in accordance with the WHS Training, Competency & Behaviour Management Procedure ([PRO-01574](#)).

All training required for a construction workplace where a Contractor has management or control of the workplace (e.g. Principal Contractor for a Construction Project) must be provided by the Contractor. The Seqwater Works Coordinator must liaise with the Contractor to ensure that Seqwater specific training (i.e. site access and permit to work processes, fluoride awareness training etc.) is provided to the Contractor's staff as required.

All Workers conducting High-Risk Construction Work must have successfully completed training and be licenced (where required) to conduct the High-Risk Construction Work.

Workplace specific training

Workplace specific training must be provided to all Workers for the work being undertaken. The training must provide information about WHS issues and safe work practices that are specific to the workplace at which the construction will be undertaken and to the Construction Work being undertaken.

The training must be provided to all Workers entering the construction workplace.

Construction workplace specific training should cover the following:

- safety documents, policies and plans, including the WHSMP and SWMS
- supervisory, consultation and reporting arrangements
- workplace safety rules, including first aid provisions and emergency procedures
- workplace facilities, including their location, use and maintenance
- emergency procedures, including after-hours emergency contacts
- health monitoring requirements and procedures
- access, egress and security
- workplace specific hazards and control measures
- how safety issues are resolved, including health and safety representative arrangements
- how to report hazards and unsafe work practices
- how to report accidents, incidents and dangerous events
- what to do if a person is injured, including first aid provisions.

Workplace specific training may be delivered in a variety of ways, including:

- toolbox talks
- Pre-start Meetings
- on-the-job instructions
- one-off sessions or events called for a specific purpose.

Task specific training may also be necessary to ensure that Workers have all relevant information and instruction when undertaking a particular construction activity. Task specific training should be developed for the actual task carried out and be regularly reviewed and updated whenever there are changes to the task, processes, systems of work, plant and substances that may affect health and safety.