

OPENSORE
DRILLING 

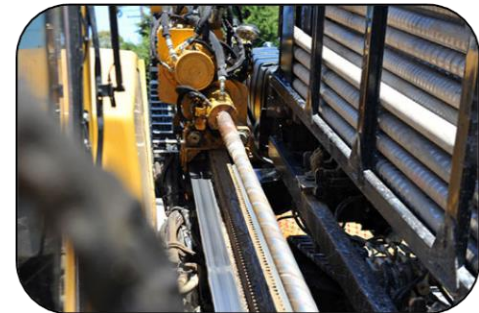
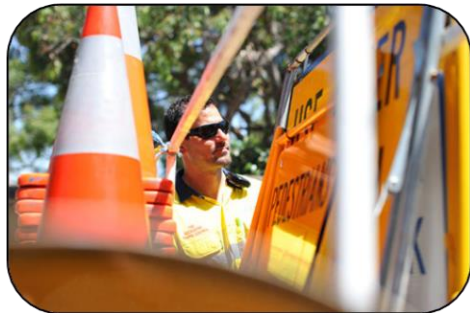


DO NOT OVERTAKE
TURNING VEHICLE

IVECO

OPENSORE

INDUCTION: ENVIRONMENTAL, QUALITY & WHS MANAGEMENT



WHO ARE WE?

Paul Martin, the Company Director, has been involved in the Trenchless industry since the early nineties, and was working with some of the first directional drilling equipment introduced into the country.

His experience ranges from major infrastructure construction builds including Foxtel and NextGen, right through to offshore crossings for major gas companies throughout Australia and South East Asia.

Opensore commenced operations in 2007 with a focus on providing solutions for difficult and unique situations. Their ability to complete jobs on time and on budget has seen them work for some of the country's most trusted infrastructure providers.



OUR SYSTEMS AND WHY WE HAVE THEM

- Openshore has 3 externally audited management systems in place
- They help us meet our company objectives
 - Prevent harm
 - Provide a safe workplace
 - Eliminate environment related incidents
 - Minimise our impact on the environment
 - Prevent pollution
 - Comply with all relevant legislation and regulation
 - Client satisfaction and continual improvement
- Industry requirements



MANAGEMENT SYSTEM DOCUMENTS

Our systems are based on the structures required by AS4801,
ISO14001 & ISO9001

Our Management System Documents are available online at:

www.openshore.managementsystem.net.au

Select **LOGIN** 

Enter **Drilling/Drilling** as the username and password

Use the icons to select the documents required

OPENSORE

LOGIN 



Take Action
Raise a Review



Policies



Risks



Reviews



Legislation



Incident
Investigations



Dashboard



Manuals



Risk
Assessments



Environmental
Aspects



Compliance
Review



Training
Materials



Objectives



Procedures



Work
Methods



Registers



Chemicals



Online
Training



Audit



Forms



Skills



Calibration



Certificates



Evacuation



Forklift
Inspection



Templates



Forms



Equipment



Records



Management
Review

MANAGEMENT SYSTEM DOCUMENTS

Employees should be aware of the following documents:

1. Our Policies – WHS, Environment & Quality
2. Our Procedures, which give further detail of our processes
3. Our Safe Work Method Statements, which give details on how specific tasks are carried out.

WHO DOES WHAT?

- Kelly Martin is the Management Representative for our WHS, Environment & Quality Systems
- Kelly is also the WHS, Environmental & Quality Coordinator and looks after all 3 workplace systems
- She coordinates internal audits, management reviews, document management, corrective actions and more.

HOW TO CONTRIBUTE



- Read the policies
- Be aware of your impact on the system
 - Each of you are part of it
- Be positive
- If something is wrong or a process can be improved, tell Kelly
- Be system savvy
 - Learn how to find the information
- Enjoy the journey

WORK HEALTH & SAFETY



WORK HEALTH & SAFETY POLICY

OPENSHORE

Openshore Pty Ltd is committed to providing exceptional service in infrastructure construction, directional drilling, together with pit and pipe services.

In our commitment to continually improving health and safety we shall:

- Establish, maintain and certify a health and safety system based on AS4801:2001,
- establish measurable objectives and targets to eliminate work related incidents,
- minimise hazards and their associated risks
- complying with the Work Health & Safety legislation of 2011
- complying with statutory requirements, codes, standards and guidelines;
- communicate our commitment and make this policy available to interested parties,
- support appropriate rehabilitation programs and encourage injured employees to return to work as soon as practicable,
- ensure our employees and subcontractors use appropriate work practices through effective consultation and communication,
- periodically review this policy and the overall performance of our health and safety programs and their applicability to company operations.

To achieve the above, we will provide the necessary resources, skills and training to assist all stakeholders to work in accordance with this policy.



Paul Martin

Director



MANUAL HANDLING PROCEDURES

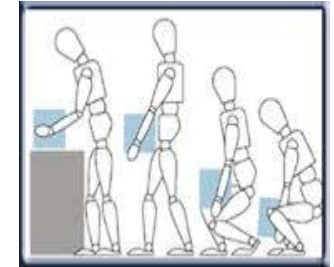
Manual Handling is defined as any activity requiring the use of force or exertion by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object. The National Code of Practice: Manual Handling indicates that the risk of injury increases when:

- Lifting weights of more than 4.5 kg while seated.
- Lifting weights above the range of 16-20 kg (weights over 55 kg should not be lifted without mechanical assistance or team lifting).
- Pushing, pulling and sliding objects that are difficult to move.

There is no longer a prescribed maximum weight limit for lifting for either men or women.

The weight of the load needs to be considered in relation to a number of other risk factors such as the:

- actions and movements
- working posture and position when lifting
- duration and frequency of manual handling
- location of loads and the distances moved
- characteristics of the load



Light loads can still be a problem if, for example, they are lifted incorrectly or if they are lifted in an environment that is unsafe. If you feel that an object is too heavy to lift arrange for a team lift or use of a mechanical device.

Safe lifting techniques

- Place your body as close to the load as possible. This helps by keeping your centre of gravity over your feet and keeps back strain to a minimum.
- Bend at the knees, not the hips or back. Bending your knees allows you to lift with your legs and not your back.
- Before you lift, ensure you have a good handgrip. If the load does start to slip, let it go, as catching it will put an enormous strain on your back.
- When lowering the load, again bend the knees. Otherwise you can put unnecessary strain on your back.

Assessments

- Analysis of workplace injury records in Head Office
- Consultation with workers by supervisors
- Direct observation of the task by supervisors



There is strong scientific evidence that passive smoking is hazardous to health. In accordance with its legal obligations to protect the health and safety of those who work at or visit this site, Openshore has developed the following smoke-free workplace policy:

- Smoking bans: As from 19/03/14 smoking is prohibited within the confines of all Openshore Traffic Services Pty Ltd buildings and vehicles.
- Optional Outdoor: Areas of the site will also be smoke-free except for the following designated smoking area: 3mtrs away from any office door and vehicles.

Assistance: To smoking staff, professional help including quit smoking advice and information is available for staff who may require assistance to adapt to the policy. For further information, please contact Kelly Martin or The Quitline Phone: 137 848 Contact the Quitline to obtain information and advice on quitting smoking.

Disciplinary procedures: Staff adherence to this policy is a condition of employment. Any breach of the policy will lead to normal disciplinary procedures being applied. It should be noted that employees who fail to look after the health and safety of other people by not complying with the policy can be personally liable for a fine of up to \$3,300 under the WHS Act 2011. Employees cannot be disciplined for smoking away from the workplace, in their own time.

Review of the policy: This policy will be reviewed in 12 months. Staff members wishing to discuss any aspect of this policy are invited to contact Kelly Martin

Paul Martin
Director

WHAT IS WORKPLACE HARASSMENT?

- Any behaviour directed towards an individual that makes them feel threatened, uncomfortable or unable to cope with their work environment
- It may be physical, visual, verbal, psychological or non-verbal conduct
- Conduct that is offensive from the view of the individual harassed, **regardless of the intent of the offender**
- Prohibited by law in all employment situations and/or relationships
- Discriminatory or harassing behaviour might include:
 - Jokes about race, disability, sexual preference or religion
 - Stereotyping people based on their ethnicity, disability or sexual preference
 - Comments on physical appearance, culture, dress or private life
 - Distributing offensive material such as racist posters, badges or lewd pictures

SEXUAL HARASSMENT IS:

- Unwelcome non-reciprocated or uninvited sexual advances, or behaviour of a sexual nature, that causes an individual to feel offended, intimidated or humiliated
- May occur in a single incident or as a series of incidents amongst peers or fellow employees, either individually or as a group
- It is not about mutual attraction or reciprocated private relationships

BULLYING AND WORKPLACE VIOLENCE:

- Bullying – repeated, unreasonable and inappropriate and inappropriate workplace behaviour that intimidates, embarrasses, offends, degrades, insults or humiliates
- Physical or psychological in nature
- Creates risk to health and safety
- Covered in all states by Workplace OHS legislation
- Workplace violence – perceived or actual, verbal, emotional or physical attack

VICTIMISATION:

- Harassment of an individual who has made a complaint, or who intends to make a complaint, or has helped someone else make a complaint
- Refers to the intimidation of complaints or potential complaints, and to the alleged harasser or discriminator, witnesses, supporters and those resolving or investigating any complaints
- Acts of victimisation might include:
 - Treating a person involved in a complaint less favourably
 - Threatening to treat them in an adverse manner
 - Subjecting them to ridicule
 - Ostracizing them in the workplace
- Lack of intent to victimise is irrelevant
- A complaint can be successful even if the original complaint has no substance or did not succeed

OPENSHORE IS COMMITTED TO ENSURING A HEALTHY AND SAFE WORKPLACE FREE FROM WORKPLACE HARASSMENT. WORKPLACE HARASSMENT IS UNACCEPTABLE AND WILL NOT BE TOLERATED UNDER ANY CIRCUMSTANCES

Responsibilities of Employees

Openshore requires all employees to behave responsibly and to not tolerate unacceptable behaviour, to maintain privacy during investigations and to immediately report incidents of workplace harassment to Kelly Martin on 0412 097 229

Managers and supervisors must also ensure employees are not exposed to workplace harassment. Management are required to personally demonstrate appropriate behaviour, promote the workplace harassment prevention policy, treat complaints seriously and ensure that the person who lodges, or is witness to a complaint, is not victimised.

Our commitment to you

Openshore has a complaint handling system which includes procedures for reporting, investigating, resolving and appealing workplace harassment complaints. Any reports of workplace harassment will be treated seriously and investigated promptly, fairly and impartially. A person who makes a complaint or is a witness to workplace harassment will not be victimised.

Consequences of breach policy

Disciplinary action will be taken against a person who harasses a worker or who victimises a person who has made or is a witness to a complaint. Complaints of alleged workplace harassment found to be malicious, frivolous or vexatious may make the complainant liable for disciplinary action.



WORKPLACE ALCOHOL AND DRUG POLICY

Openshore is committed to providing employees with a safe, healthy and supportive environment in which to work, which includes a workplace free from the effects or inappropriate drug and alcohol use. Openshore recognises that the safety, health and wellbeing of our employees is important. Openshore will commit to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged

Openshore expects all workers to comply with this policy.

OBJECTIVES

Openshore will comply with the requirements of the *WHS Act 2011* and the *WorkHealth and Safety Regulations 2017*, especially those related to alcohol and drug consumption and will assist employees to reduce their harmful behaviour, and lifestyle-related alcohol and drug consumption.

SCOPE

This policy applies to all employees at Openshore, or those representing Openshore.

Alcohol and other drugs shall not be consumed on the organisation’s premises, in work vehicles, or at any time as paid employees of the organisation, or as a representative of the organisation (see ‘Social events’ for exceptions to these circumstances).

Employees may take prescription drugs for legitimate medical reasons. If these drugs are likely to affect performance or behaviour, a supervisor must be notified. This is especially important when workplace safety is at risk, such as when driving, working at heights or operating heavy machinery.

No alcohol or other drugs are to be consumed at any time prior to commencing work or on break times, if this may impair the employee’s ability to perform their required duties.



Openshore has a responsibility to identify and act on all workplace factors that may influence an employee using alcohol or drugs as a support, and implement a hazard management process to eliminate or control these risks.

Any employee identified as having an alcohol or drug-related issue that is impinging on their ability to perform their duties:

- will be treated with respect
- can expect and will be afforded complete confidentiality
- can be assured that this incident will not be cause for discrimination in the future, with regards to their future employment or potential promotion.

ALCOHOL AND DRUG TESTING

Alcohol and drug testing may be performed at random times before shift commences and during work hours. In the case of a positive result, the worker may be instantly dismissed from Openshore's employment. All employees have a legal right to refuse to be tested. If a worker refuses to be tested they will be dismissed from site and will not be allocated any work until they are tested.

SOCIAL EVENTS

Responsible social events may be held in this workplace. This may include events such as Christmas parties and other events of significance to the organisation. At these events:

- it is expected that all individuals act safely and responsibly
- it is expected that individuals follow the [Australian alcohol consumption guidelines \(2011\)](#)
- non-alcoholic drinks will be provided
- healthy food will be provided
- alternative transport arrangements will be provided

CODE OF CONDUCT

You are a representative of Opensore and you are expected to present and support our policies

Honesty

- We require all of our employees to be honest
- Stealing, misappropriating or converting items for private use and using information gained through unauthorised access are criminal actions. Any such offence may result in dismissal and notification of relevant authorities

Relationship with customers

- Our business is based on customer service and you should always behave in a manner that will enhance trust and confidence
- Treat all customers with respect, courtesy and equality
- Exercise caution in your personal relationships with customers
- Be careful in accepting hospitality
- Do not accept gifts of money or any gift that entails obligation
- Do not seek or accept personal fees for services on behalf of Opensore

Prevention of fraud

- Be alert to any unusual activities or requests
- Do not open customer accounts in fictitious names
- To avoid the risk, ensure that correct procedures are adhered to at all times

Toolbox talks/meetings

- You are required to take an active role in toolbox talks
- Feedback is always encouraged
- It is mandatory to attend toolbox talks and to confirm attendance by signing the appropriate paperwork

Conflicts of interest

- You should avoid entering into any relationship which may be a conflict of interest
- Be careful of accepting an opportunity to become involved in a business venture
- Consult with HR if required

Disclosure

- Do not discuss work with unauthorised people within or outside Openshore – you have a position of trust
- Never exploit for your own advantage or that of others, information gained through work

Sexual harassment / discrimination

- It is your responsibility to be aware of what constitutes sexual harassment /discrimination
- Treat everyone with respect and equality

Work performance

- Ensure you understand your role and responsibilities and seek clarification from your manager if you are unsure
- Your manager will provide you with reasonable, lawful direction and you should not wilfully disobey or undermine their requests
- If your performance is not meeting the expected standard, your manager will provide you with feedback
- Obscene language will not be tolerated on any worksite

Punctuality

- Be punctual to work, if you are running late, inform your supervisor

Absenteeism

- Individual absences increase the workload for all workers
- We understand that there may be times where employees are unable to attend work however continued and unexplained absences will be managed accordingly



INCIDENT REPORTING

If you are involved in, or have witnessed an incident or near miss, Opensore requires you to be actively involved in the reporting process.

- Supervisors have access to incident reports in all work vehicles or on iPads.
- Your direct supervisor and Opensore's WHS Manager, Kelly Martin **MUST** be informed of any incident or near miss however minor you think it may be
- A report **MUST** be filled in immediately after the incident/near miss.
- If you need any assistance in filling in paperwork, please contact Opensore's WHS Manager, Kelly Martin on 0412 097 229



SAFETY LEGISLATION STRUCTURE IN NSW

Work Health and Safety Act 2011

The Act sets out the laws relating to health and safety requirements in all workplaces and work activities in New South Wales

Work Health and Safety Regulations 2017

The Regulations tell us how the law is to be implemented and administered in New South Wales



WORK HEALTH AND SAFETY ACT 2011

The objective of the Act is to protect workers against harm to their health, safety and welfare through the elimination or minimisation of risks from work

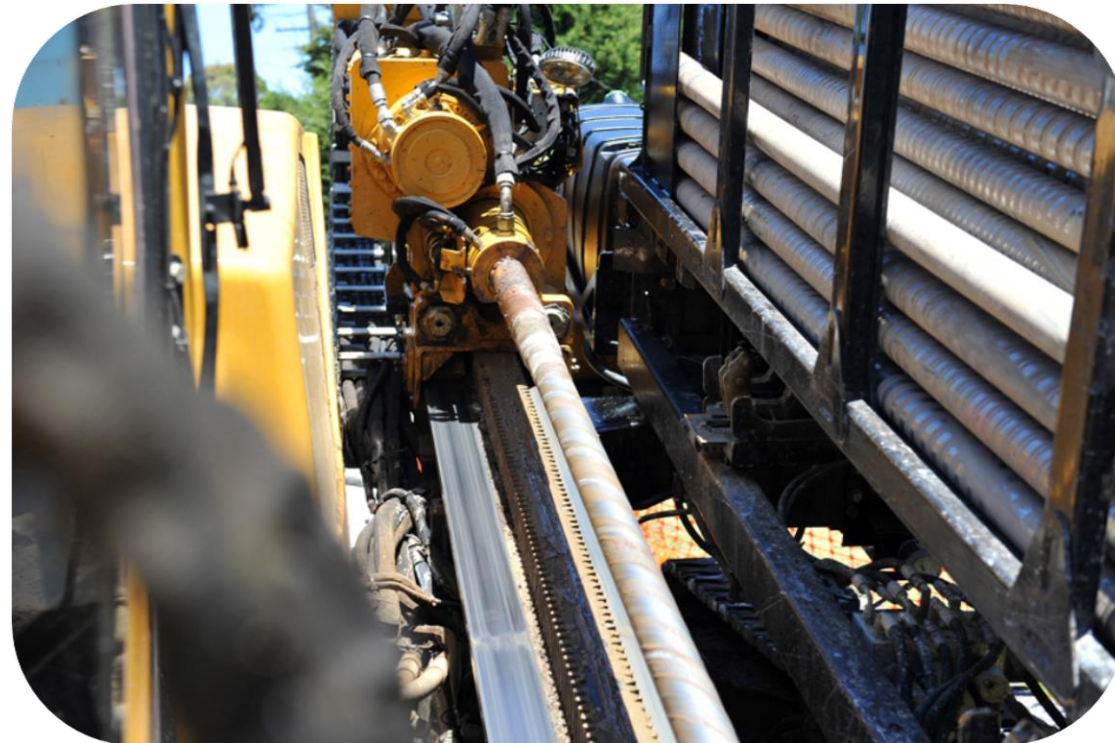
Under the Act we all have a duty of care to ensure the health and safety of ourselves and others is not put at risk



EMPLOYERS DUTY OF CARE

Your employer must provide a safe workplace for you and other workers

Your employer must ensure that the health and safety of yourself and others is not placed at risk by how business operations are conducted



EMPLOYEES DUTY OF CARE

Your primary duty of care is to take reasonable care for your own health and safety and to ensure that your actions do not affect the health and safety of others.



You must comply, so far as you are reasonably able, with any reasonable instruction that is given by your employer and co-operate with any reasonable health and safety policy or procedure

DUTY OF CARE – YOUR OBLIGATIONS

- Follow the instructions of the employer
- Use safe work procedures at all times
- If you feel that what you have been asked to do is unsafe and could hurt yourself, someone else or the Company, STOP work immediately and consult your supervisor and/or Openshore Directors (follow the chain of command)
- DO NOT wilfully put at risk the health and safety of another person
- DO NOT wilfully injure yourself
- DO NOT interfere with or misuse workplace safety equipment / items
- If there is ANY doubt in ANY situation this should be reported



DUTY OF CARE – YOUR OBLIGATIONS



- There is to be **NO** unauthorised access to ANY Openshore Workplace, including our yard. All visitors must be inducted to site and told of relevant emergency procedures. You **MUST NEVER** give your keys to anyone who is not an Openshore worker.
- Workers are to **NEVER** work on machinery without relevant training and authorisation from the Directors.
- There must never be a lone worker situation in any of Openshore’s yards for any maintenance works. Paul Martin (Director) **MUST ALWAYS** be notified upon arrival and departure if you are to undertake works in the yard
- Lock Out Tags and Out Of Service Tags are to be used when machinery/plant/equipment is deemed unsafe or unusable. Keys to machinery **MUST** be immediately returned to Head Office. For electrical equipment, power plugs must be cut off to render equipment useless

Evacuation Procedure

There are three stages to follow if you have to leave the workplace due to an emergency:

- 1. Preparation for evacuation*
- 2. Evacuate from the workplace*
- 3. Meet at the Assembly Point*

Take directions from your supervisor / manager who will tell you what to do

He / she will show you the location of the nominated assembly point for your workplace, this will be discussed in your toolbox meeting



EMERGENCY EVACUATION PLAN

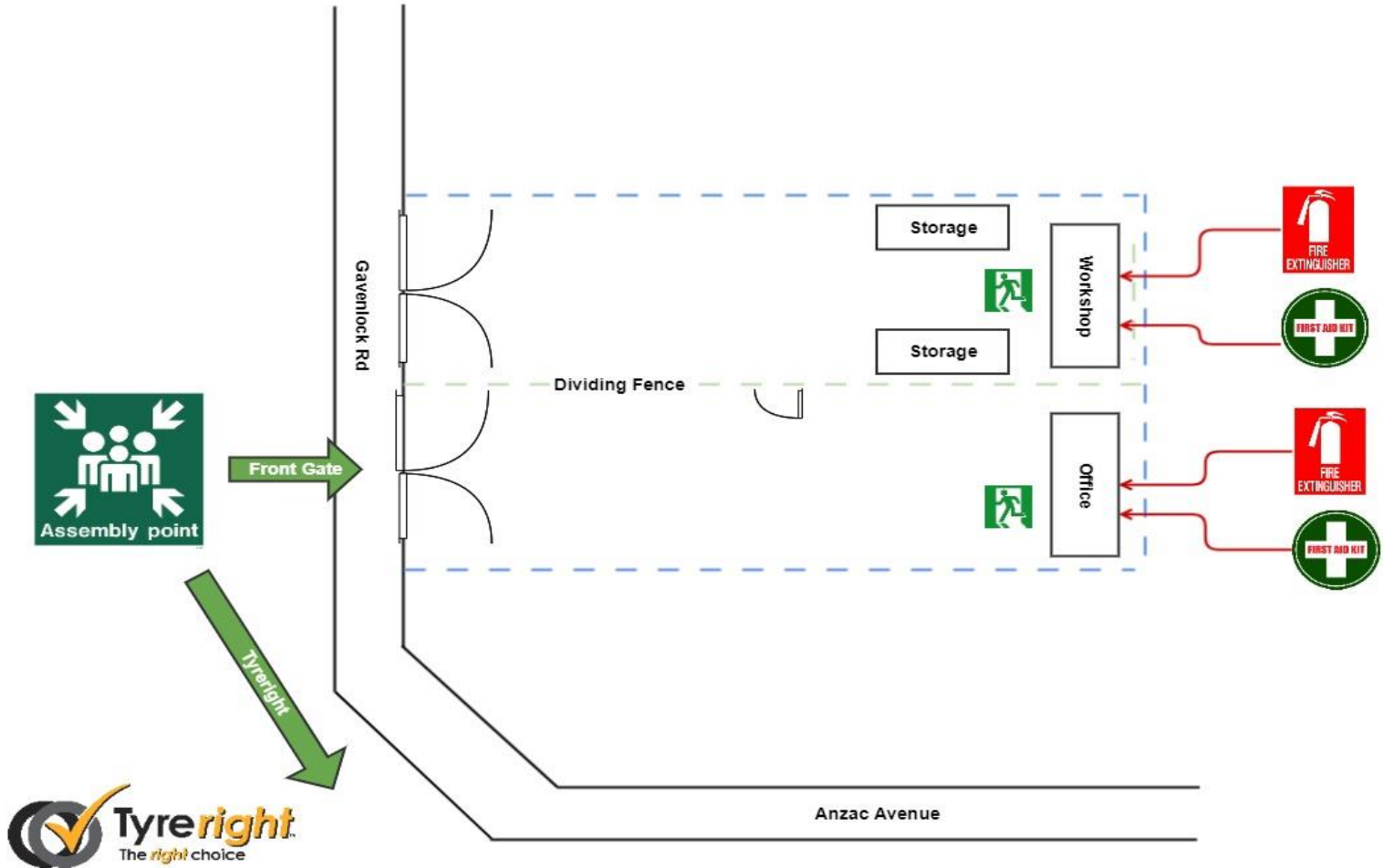
IN AN EMERGENCY PHONE 000

- Location:** 27 Gavenlock Rd Tuggerah NSW 2261
- Nearest Cross Street:** Anzac Avenue Tuggerah NSW 2261
- Telephone Number:** 0431 510 767
- First Aider:** Paul Martin
- Assembly Point:** Outside Tyreright, across Gavenlock Rd

PROCEDURE in the event of Fire, Explosion, Gas Leak, Major Spill, Earthquake, Bomb Threat etc

FIRE	EVACUATION
1. Remove people from immediate danger to a place of safety	Stage 1: Removal of people from the immediate danger area
2. Confine fire and smoke - close windows and doors	Stage 2: Complete evacuation of the entire building
3. Alert nearby tenants and members of the public	Stage 3: Roll Call - to be conducted as soon as possible to ensure all personnel are accounted for. Report missing persons.
4. Evacuate to the assembly area - DO NOT re-enter the building	

EVACUATION PLAN





The Tuggerah Office does not have an evacuation alarm. The instruction to evacuate will be given verbally (usually by the Chief Warden but not always). Please be aware of these specific site characteristics.

WORKPLACE HAZARDS

This is the legislated process for dealing with hazards:

Spot the Hazard

Identify the jobs or tasks which are likely to or have caused injury or caused harm.

Assess the Risk

Identify which of the hazards pose the greatest risk to us

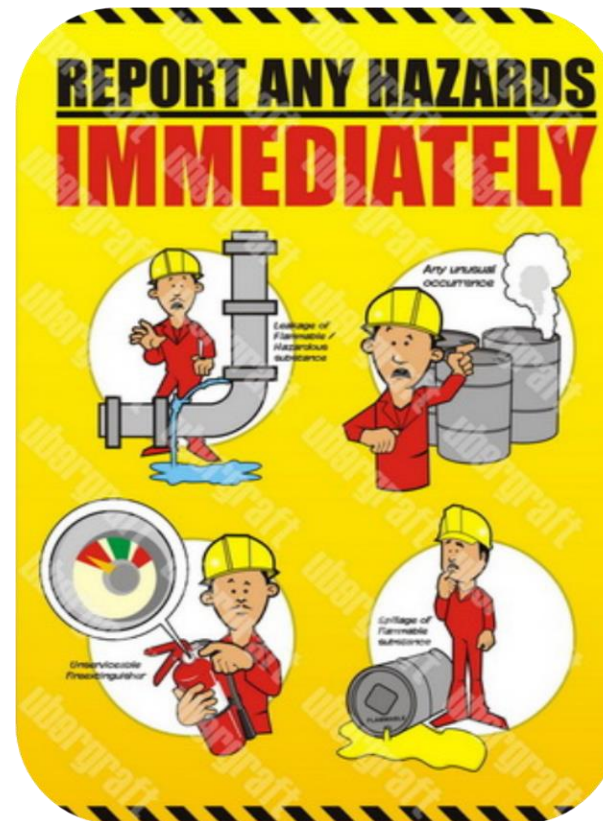


WORKPLACE HAZARDS

Make the Changes

Decide on appropriate controls i.e. eliminate, substitute, engineer or isolate, administration (implement policy, procedure or training) or use protective clothing

Monitor and review implemented controls to ensure they are effective.



SAFE WORK METHOD STATEMENTS also known as SWMS

- You must read and understand all the Openshore SWMS that are relevant to your job role
- You must sign onto the SWMS before working every day
- By signing the SWMS you are stating that you understand and will follow all the steps
- The next 5 slides are an example of one of Openshore's SWMS



Scope of Work Activity Covered by this Work Method Statement

Site:

This Work Method Statement outlines the main hazards and risks associated with

Horizontal Directional Drilling

Contact:

Instructions for Safe Work Method Statements

A Safe Work Method Statement (SWMS) is a document that sets out the work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks. All work must be carried out in accordance with this SWMS. This SWMS must be kept and be available for inspection. All persons must read, understand and sign off this Work Method Statement.

Applicable High Risk Construction Work Activities (highlighted). A SWMS is required for all high risk work activities.

	A risk of a person falling more than 600mm		Demolition of a load-bearing structure.		Work on a tele-communications tower
Y	Work in or near a shaft or trench with an excavated depth over 1.5m or in a tunnel		Temporary load-bearing support structures for structural installations or repairs	Y	Work on or near a pressurised gas distribution mains or piping
	Work on or near chemical, fuel or refrigerant lines	Y	Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	Y	Work on or near energised electrical installations or services
	Likely to involve disturbing asbestos		Work in or near a confined space	Y	Work in an area with movement of powered mobile plant
	Work in areas with artificial extremes of temperature	Y	Work in or near water or other liquid that involves a risk of drowning		Work in an area that may have a contaminated or flammable atmosphere
	Use of explosives		Tilt-up or precast concrete elements		Diving work

Personal Protective Clothing & Equipment (PPE) Required



SUN PROTECTION EQUIPMENT MUST BE WORN



LONG SLEEVE SHIRT AND TROUSERS MUST BE WORN

Safety Boots		Protective Gloves	
Safety Glasses		High Visibility Clothing / Vests	
Hearing Protection		Hard Hat	

Required Qualifications/Verifications

Qualification	Requirement	Qualification	Requirement
Openshore WHSQE Induction	All Personnel	RIINHB323D - Conduct Horizontal Directional Drilling	Machine Operator
Construction Industry White Card	All Personnel	RIICCM202D - Identify, Locate and Protect Underground Services	Locator
Drivers License	All Personnel	Openshore Maintenance Competency	Machine Operator
HLTAID001 / 002 / 003 - CPR & First Aid	2 x Qualified Staff Members On Site	Rail Industry Worker	All Personnel
Asbestos Awareness	All Personnel	Site Specific Induction	All Personnel

Required Inspections & Maintenance Checks

Plant and equipment used on site includes, but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required	Plant and/or Equipment	Inspection and maintenance checks required
Mobile Equipment	Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications	Electrical Equipment	Tag & Test. Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications
Ladders	Safety check prior to use	Extension Leads	Tag & Test Safety check prior to use

Inspections of plant to be carried out before commencement of work, as per listed hazard controls for pre-start checks.

Inspections of plant to be carried out before commencement of work, as per listed hazard controls for pre-start checks.

Relevant Legislation, Standards & Codes of Practice relating to the work:

NSW Work Health & Safety Act November 2011

NSW Code of Practice - Construction Work August 2019

NSW Code of Practice - Demolition August 2019

NSW Code of Practice - First Aid in the Workplace January 2020

NSW Code of Practice - Hazardous Manual Tasks August 2019

NSW Code of Practice - How to Manage Work Health and Safety Risks August 2019

NSW Code of Practice - Managing Electrical Risks in the Workplace August 2019

NSW Work Health & Safety Regulations November 2017

NSW Code of Practice - Managing Noise & Preventing Hearing Loss at Work August 2019

NSW Code of Practice - Managing the Risk of Falls at Workplaces August 2019

NSW Code of Practice - Managing the Risks of Hazardous Chemicals in the Workplace August 2019

NSW Code of Practice - Managing the Risks of Plant in the Workplace August 2019

NSW Code of Practice - Managing the Work Environment and Facilities August 2019

NSW Code of Practice - Work Health and Safety Consultation, Cooperation and Coordination August 2019

SWMS Develop By:	Kelly Martin 0412 097 229	WHS Manager	
SWMS Consulted With:	Blake Pascoe 0402 638 852	Operations Manager	
SWMS Approved By:	Paul Martin 0431 510 767	Director	
Person Responsible for ensuring compliance with this SWMS	Blake Pascoe 0402 638 852	Operations Manager	

Formal communication of Site Safety Rules will occur primarily in three ways:

1. As part of the implementation of this Work Method Statement, all parties in the workgroup to be present for a brief meeting.
2. As new person(s) (employees, subcontractors, etc.) enter the site for the first time they will be briefed on the Site Safety Rules that they must comply with and sign induction form stating that they are aware of the site specific hazards.
3. At regular 'toolbox' meetings – employees will be reminded of the safety site rules, new and existing potential hazards and also constantly reminded of the importance of striving for a hazard free work place. Employees are given the opportunity to provide feedback and add hazards and controls.

RISK RATING MATRIX

Consequence →	Low (C1) No Injury most probable outcome; Losses in <\$500; Environmental impact small localised and contained;	Minor (C2) FAI most probable outcome; Losses in excess >\$500 <\$15,000; Environmental impact, contained impact requiring minor remedial action.	Moderate (C3) MTI or LTI most probable outcome; Losses in excess >\$15,000 <\$50,000; Environmental impact, medium term contained impact requiring considerable remedial action.	Major (C4) LTI most probable outcome; Losses in excess >\$50,000 <\$100,000; Environmental contamination off-site, considerable remediation required	Critical (C5) A fatality(s) most probable outcome; Losses in excess >\$100,000; Irreversible/ irreparable environmental contamination.
Likelihood ↓					
Rare (L1) A similar incident is unlikely to occur again	L2	L3	L4	M5	M6
Unlikely (L2) A similar incident could occur in the next 5 years	L3	L4	M5	M6	H7
Possible (L3) A similar incident could occur in the next 1 year	L4	M5	M6	H7	H8
Likely (L4) A similar incident could occur in the next 6 months	M5	M6	H7	H8	E9
Almost certain (L5) A similar incident could occur in the next 1 month	M6	H7	H8	E9	E10
Risk Score	Risk Rating	Required Action		Hierarchy of Controls	
2-4	Low risk	Manage and Monitor by routine internal procedures.		1. Elimination	Complete elimination of risk
5-6	Moderate risk	Specific monitoring or procedures to be implemented. Management responsibility to be specified and strategies implemented as part of day-to-day activities.		2. Substitution	Replacement of material, process, substance, etc.
7-8	High risk	Immediate action to be implemented by Operations Manager and HSEQ Manager. GM to be notified		3. Engineering	Designing risks out or isolation of risks
9-10	Extreme risk	Immediate action to be implemented; this level of risk needs detailed research and planning by Operations Manager and HSE Q manager. GM must be notified.		4. Administrative	Adjusting the time or conditions of risk exposure, including training options
				5. Personal protective equipment	Provision of PPE where other options are not practicable

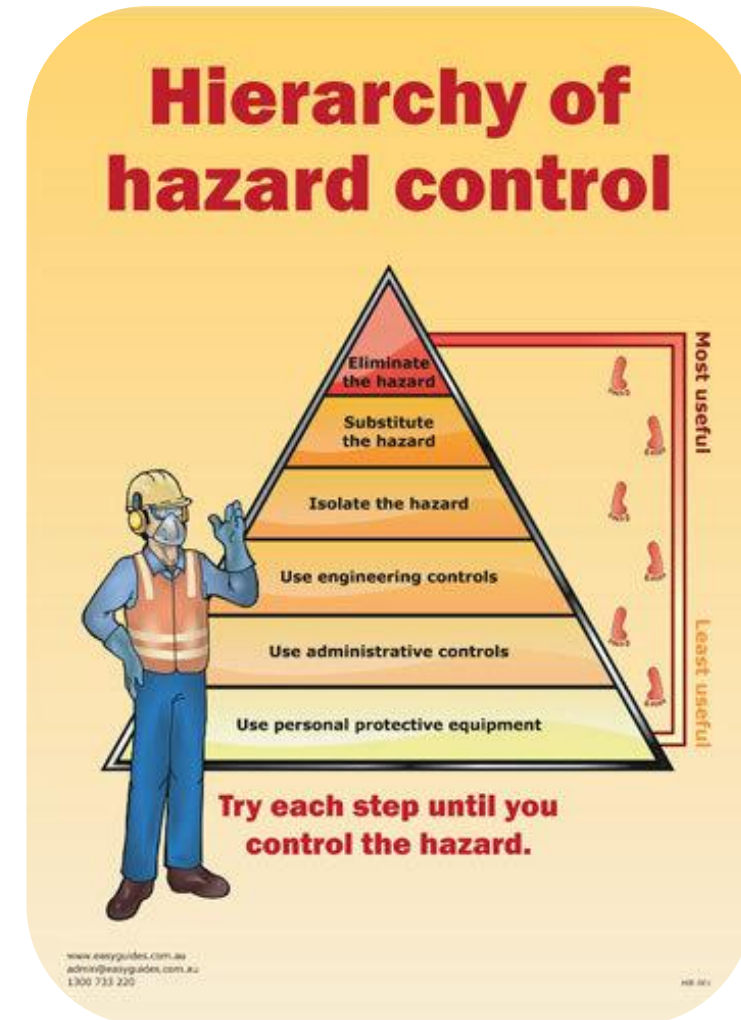
Horizontal Directional Drilling

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking	
		Inherent Risk						Residual Risk		
Site Set Up	Storm Water Contamination	3	3	M6	<ul style="list-style-type: none"> 1 - Spill Kits in place. 2 - Silt bags are to be used around storm water drains and silt mesh to be installed if necessary. This should be done prior to any excavations to prevent contamination. 3 - Adherence to Environmental Management Plan. 4 - Flora Protection. 5 - Effective Incident Reporting. 	Supervisor / Work Team	1	3	L4	
Trains	Hit by Train	4	5	E9	<ul style="list-style-type: none"> 1 - Rail corridor qualifications. 2 - Schedule work if possible for low traffic periods. 3 - Separate traffic from workers using barricades, bollards & detours. 4 - Refer to traffic management plan. 5 - Adequate lighting. 6 - Flashing lights to be used on mobile plant. 7 - Rear vision mirrors fitted to all plant. 8 - Convex mirrors on all plant. 9 - Reversing alarms on all plant. 10 - Use spotter. 11 - Maintain positive communication. 	Supervisor / Work Team	1	5	M6	
Scoping over Water	Falling in the Water	3	4	H7	<ul style="list-style-type: none"> 1 - Lifejacket used. 2 - Spotter in place. 3 - Effective communication. 4 - High visibility garments. 	Supervisor / Work Team	1	4	M5	
Working near Water	Falling in the Water	3	4	H7	<ul style="list-style-type: none"> 1 - Work only in areas outside 2 mtrs exclusion zone from the water's edge 2 - Work is only to be carried out outside the 2 mtrs exclusion zone 3 - Staff are not to enter the exclusion zone 4 - Staff training to identify hazards 5 - High visibility garments 	Supervisor / Work Team	1	4	M5	
Locate Services & Obtain Permit	Strike underground assets	3	5	H8	<ul style="list-style-type: none"> 1 - DYBD Plans on site. Correct location and date. 2 - Obtain all permits necessary from Primary Client before commencing any works. 	Supervisor	1	5	M6	

HIERARCHY OF CONTROLS IN THE WORKPLACE

The hazard controls in the hierarchy are:

1. Elimination (*the most effective control measure*)
2. Substitution
3. Isolation
4. Engineering
5. Administration
6. Personal protective equipment (*the least effective control measure*)



SPECIFIC HAZARDS

Working Near Traffic



SPECIFIC HAZARDS

Plant & Equipment



A FEW CONTROL MEASURES

Consultation

Workplace Inspections

PPE





Fatigue can be defined as a state of impairment that can include physical and/or mental elements, associated with lower alertness and reduced performance.

When fatigued, physical or mental activity becomes more difficult to perform.

Fatigue related impairment is considered an identifiable workplace hazard.

The first order of control to manage fatigue is to ensure that work scheduling and other conditions provide for the opportunity for rest.



The Logistics Personnel are responsible for:

- scheduling work rosters;
- coordinating travel and accommodation for mobile personnel;
- monitoring hours travelled and worked by mobile personnel and ensuring the principles of this procedure are adhered to and the maximum allowable working hour limits are not exceeded;
- incorporating feedback and personal requirements from mobile personnel when scheduling travel and work rosters; and
- ensuring adequate opportunities are provided for rest and sleep.

MANAGING FATIGUE

There is no test for fatigue. The responsibility for the identification of situations where action is required often falls to the individual



Mobile Personnel are responsible for:

- ensure working hours, shift rosters and shift cycles are structured and managed to avoid or minimise fatigue; and
- provide feedback to Logistics Personnel to ensure adequate information is provided to allow for rest and sleep; and
- record all travel and work hours accurately on Job Sheets.



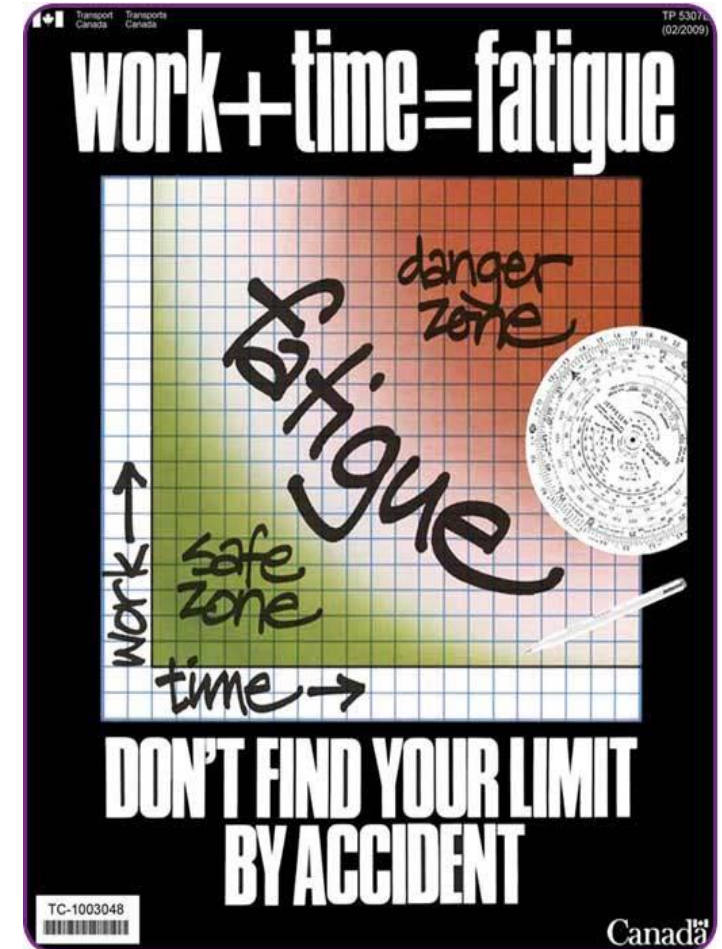


All Personnel

Ensure you obtain adequate sleep and that you are not in a fatigued state before commencing a work.

Be aware of the symptoms of fatigue and take appropriate action to ensure your safety and the safety of others.

Act When Necessary



FATIGUE MANAGEMENT

No Openshore employee is required to work under conditions that are unsafe. If you are fatigued, you are to cease work immediately, notify the Customer Site Supervisor and arrange to have an appropriate break.



MAXIMUM HOURS



- **Single Day Work Period**
 - The maximum allowable total working hours for a single day, including travelling time is 17 hours.
 - A maximum of 2 x 17 hour periods can be worked consecutively.
 - A maximum of 3 x 17 hour periods can be worked in any 7 day period.
- The Total Working Hours are calculated ***door to door and include:***
 - Hours worked
 - Travelling time, specifically:
 - Commuting – car & train/bus
 - Extended car travel
 - Air travel – including waiting time

ENVIRONMENT



ENVIRONMENT POLICY

OPENSHORE

The Environment Operations Act 1999 requires all organisations and individuals to take environmental protection seriously. In response to this Act, **Openshore Pty Ltd** is committed to environmental protection, adopting strategies to ensure that all of the staff is continually reducing the risk of causing harm to the environment. To comply with this policy, Openshore Pty Ltd will exercise the appropriate degree of diligence in regard to the Protection of the Environment Operations Act 1999.

Our commitment to our customers is a quick response in an environmentally sustainable manner within the following environmental goals:

- communicate our policy and position to employees, customers, suppliers and interested parties, including the public,
- establish measurable objectives and targets to eliminate environment related incidents and minimise our environmental impacts,
- prevent pollution,
- comply with all relevant legislation and regulations.

To achieve these goals we will provide the necessary resources, systems and training to continually improve our environmental performance in accordance with ISO 14001:2015.

With regard to the Environmental Due Diligence issues, the following initiatives are to be addressed immediately in the Construction Services Business.

1. Provide training programs for staff at all levels in support of Environment Due Diligence i.e. Environment Care Programme.
2. Provide information to all staff in the business on environment legislation.
3. Co-ordinate, monitor and review environmental due diligence throughout Openshore Pty Ltd.



Paul Martin

Director



WHAT SHOULD YOU KNOW



- We must all comply with the environment policy and procedures
- We must all comply with environment laws
- Our work and services have an impact on the environment
- Our operational controls minimise these impacts and prevent pollution
- Deviating from these controls will adversely impact the environment and may break the law
- You must not discuss operational matters with external persons, press or government without contacting Paul

REQUIREMENTS: GENERAL



- The organisation must develop an effective system that meets the requirements of the Standard
- Document, implement and maintain the system
- The EMS documents need to be controlled
- Follow a Plan-Do-Check-Act approach.
 - **Plan** - Establish the objectives and processes needed to deliver the results (in line with the EMS)
 - **Do** - Implement the needed processes of the EMS
 - **Check** - Check the processes against the policy, objectives, targets, regulations, and report on the results (auditing)
 - **Act** - Take actions that will continually improve the EMS

To minimize environmental impact, it is important to understand the link between various construction activities and the potential for these activities to impact the environment

ENVIRONMENTAL ASPECTS

1. The organisation shall establish, implement and maintain a procedure(s):
 - To identify the environmental aspects of its activities products and services within the defined scope of the environmental management system that it can control and those that it can influence taking into account planned or new developments or new or modified activities , products and services
 - To determine those aspects that have or can have significant impact(s) on the environment significant environmental aspects).
2. The organisation shall document this information and keep it up to date.
3. The organisation shall ensure that the significant environmental aspects are taken into account in establishing implementing and maintaining its environmental management system.



Table of Process Activities

As At: 18/05/2020

OPENSORE

Business Process	Aspect Category	Applicable	Impact	Frequency	Severity	Significant
Drilling Operations	Air Emissions	Yes	GHG Emissions Depletion of Fossil Fuels	5	1	M6
	Contamination	Yes	Drilling Slurry	5	3	H8
	Effluent	Yes	Drilling Slurry	5	3	H8
	Energy	No		1	1	L1
	Energy Emissions	Yes	Noise	5	1	M6
	Hazardous Materials	Yes	Contamination	5	1	M6
	Raw Materials	No		1	1	L1
	Waste	Yes	Landfill/Disposal of Soil	5	2	H7
Other	Yes	Flora & Fauna	2	2	L4	

Process Activity	Impact
Transport To Site	GHG Emissions Depletion of Fossil Fuels
Drilling	GHG Emissions Depletion of Fossil Fuels Energy Emissions - Noise
Drilling Slurry / Spoil	Effluent
Drilling Compounds	Hazardous Materials
Drilling Waste/Soil	Landfill
Drilling	Disturbance of Flora & Fauna

Business Process	Aspect Category	Applicable	Impact	Frequency	Severity	Significant
Office Process	Air Emissions	No		1	1	L1
	Contamination	No		1	1	L1
	Effluent	No		1	1	L1
	Energy	Yes	GHG Emissions	5	1	M6
	Energy Emissions	No		1	1	L1
	Hazardous Materials	No		1	1	L1
	Raw Materials	No		1	1	L1
	Waste	Yes	Landfill	5	1	M6
Other	No		1	1	L1	

Activities	Category
Email	Energy Usage
Telephone	Energy Usage
Related Business Processes	Energy Usage
Print Materials	Raw Materials Solid Waste & Use of Resources

Business Process	Aspect Category	Applicable	Impact	Frequency	Severity	Significant
Emergency Situations	Air Emissions	No		1	1	L1
	Contamination	Yes	Drilling Slurry	3	3	M6
	Effluent	Yes	Drilling Slurry	3	3	M6
	Energy	No		1	1	L1
	Energy Emissions	No		1	1	L1
	Hazardous Materials	No		3	3	M6
	Raw Materials	No		1	1	L1
	Waste	Yes	Landfill	3	3	M6
Other	No		1	3	L4	

Activities	Category
Slurry/Soils	Contamination
Transport To Disposal Sites - Collision Resulting in Spills	Effluent Waste Disturbance of Flora & Fauna
Drilling Operations - Loss of Control (Weather & Other Circumstances)	Contamination Effluent Waste Disturbance of Flora & Fauna



ENVIRONMENTAL LEGISLATION STRUCTURE IN NEW SOUTH WALES

Protection of the Environment Operations Act 1997

The objects of this Act are as follows:

- (a) to protect, restore and enhance the quality of the environment in New South Wales, having regard to the need to maintain ecologically sustainable development,
- (b) to provide increased opportunities for public involvement and participation in environment protection,
- (c) to ensure that the community has access to relevant and meaningful information about pollution,
- (d) to reduce risks to human health and prevent the degradation of the environment by the use of mechanisms that promote the following:
 - (i) pollution prevention and cleaner production,
 - (ii) the reduction to harmless levels of the discharge of substances likely to cause harm to the environment,
 - (iia) the elimination of harmful wastes,
 - (iii) the reduction in the use of materials and the re-use, recovery or recycling of materials,
 - (iv) the making of progressive environmental improvements, including the reduction of pollution at source,
 - (v) the monitoring and reporting of environmental quality on a regular basis,
- (e) to rationalise, simplify and strengthen the regulatory framework for environment protection,
- (f) to improve the efficiency of administration of the environment protection legislation,
- (g) to assist in the achievement of the objectives of the Waste Avoidance and Resource Recovery Act 2001 .



ENVIRONMENTAL LEGISLATION STRUCTURE IN NEW SOUTH WALES

Federal	Environment Protection and Biodiversity Conservation Regulations 2000
Federal	The Environment Protection and Biodiversity Conservation Act 1999
New South Wales	Contaminated Land Management Act 1997 No 140
New South Wales	Contaminated Land Management Regulation 2008
New South Wales	Environmental Planning and Assessment Act 1979
New South Wales	Environmentally Hazardous Chemicals Act 1985
New South Wales	Native Vegetation Act 2003
New South Wales	Protection of the Environment Operations (Clean Air) Regulation 2010
New South Wales	Protection of the Environment Operations (Noise Control) Regulation 2008
New South Wales	Protection of the Environment Operations (Waste) Regulation 2005
New South Wales	Protection of the Environment Operations Act 1997 No 156

Under the Protection of the Environment Operations Act 1997, everyone has a general duty not to harm the environment by polluting.

Pollution can include soil, water, air and noise pollution.

Penalties for offences against environmental legislation are significant.

It is important that construction activities are undertaken in accordance with environmental legislation.
Everyone on site is responsible for complying with environmental legislation.

ENVIRONMENTAL MANAGEMENT PLANS



To minimise environmental impact, it is important to understand the link between various construction activities and the potential for these activities to impact the environment.

Environmental management relates to the control of human activity which could impact upon the environment. Construction of infrastructure can have significant environmental impacts if not undertaken with care.

Openshore maintains a detailed Environmental Management Plan covering all operations. The purpose of this Environmental management Plan is for Openshore to be aware of their responsibilities in protecting the various local environments that may be affected by the contract. The aim of the Environmental Management Plan is to minimize the effect of the work on the local environment. This includes the control of siltation, noise and visual pollution, water quality, odour, traffic control and safety of workers.

The table on the following page gives examples of common construction activities and potential impacts. It is not a complete listing.

ACTIVITIES AND ENVIRONMENTAL IMPACTS

OPENSORE

Potential Impact	Activity														
	Vegetation Clearance	Earthworks	Storage of materials (stockpiles)	Storage of fuel/oil	Disposal of waste	Grading/compacting	Road sealing	Road marking and signage	Drainage works	Concrete works	Revegetation and landscaping	Weed spraying	Dredging	Pile Driving	Rail Operations
Damage to vegetation	*	*	*		*	*			*	*	*	*			*
Spread of weeds	*	*	*		*	*			*		*				*
Interrupt or modify drainage	*	*	*	*		*	*		*	*	*				*
Soil and water contamination	*	*	*	*	*	*	*	*	*	*	*	*			*
Soil erosion	*	*	*			*	*		*	*	*				*
Soil compaction	*	*				*			*	*					
Habitat disturbance	*	*	*			*			*		*	*			*
Disturbance of sites of natural or heritage significance	*	*	*			*		*	*	*			*	*	*
Litter					*			*	*	*	*	*			*
Air emissions	*	*	*			*	*	*	*	*	*	*			*
Noise disturbance	*	*				*	*	*	*	*	*		*	*	*
Fire Risk	*			*	*										*





The following environmental safeguards will be applied:

Soil and Water Management

- All stormwater inlets will be protected with silt containment devices and checked at regular intervals to maintain effectiveness.
- All bulk material stockpiles will be fenced with silt stop fabric to prevent any erosion taking place, such fabric will be held in place by steel posts and where there is a possibility of runoff such stockpiles will be bundled.
- Open trench area will be minimized and excess spoil disposed of properly. Where it is not practical to temporarily store excavated spoil on the grassed footpath areas the material will be contained by silt containment devices and any road areas swept as soon as possible and the lawn areas rehabilitated by re-seeding after completion of works.
- During times of high wind and low humidity where there is a chance of stockpiled material contaminating the air stockpiles will be watered or covered to prevent any compromise of air quality.
- Construction will not commence in periods of wet weather.

Noise Control

- All noise generated by construction activities is to comply with the noise levels specified in the Environmental Protection Authority’s Noise Control Manual. All vehicles and equipment will be fitted with silencing devices, where applicable.

Public and Visual Amenity/Community Liaison

- To minimize the disruption to public and visual amenity the following safeguards will be implemented:
- All construction equipment will be removed as soon as it is not required, including any material and refuse related to the works. This equipment will be stored in such a manner as to offer the least inconvenience to the local community. In addition, stockpiles and amenities sheds will be placed in a location with minimum visual impact where possible.

Traffic Management

- Openshore will conform to the local traffic regulations and take out the appropriate permits, provide plans etc.

WH&S and Public Safety Provisions

- Openshore WH&S Policy will satisfy the requirements of the Occupational Health & Safety Act 2000 and Regulations.
- The site must be secured in accordance with WorkCover requirements while work is carried out and at the completion of the works all equipment and materials will be stored safely within the site.
- All open trenches will be protected by the use of trestles and barrier mesh, and warning signage (refer safe work plan).
- Signs placed warning the public of potential danger on site.



Environmental safeguards continued:

Waste Disposal

- All waste material generated will be handled and disposed of carefully to minimise the risk of pollution. All materials able to be recycled shall be separated and recycled at approved facilities.
- All construction waste shall be collected daily and disposed of at an approved facility. General garbage bins will be located on site.
- Liquid waste will be disposed of by use of a vacuum or similar system and taken to approved facility.

Dust Control

- All stockpiles and excavations shall be kept either covered or in a wet state when necessary to prevent dust.

Flora

- Disturbed areas will be returned to their original condition promptly after the completion of the works.
- If required disturbed areas will be reseeded after completion of works.
- When required, barriers will be erected creating an exclusion zone around the trunks of trees to prevent them from damage by excavators etc operating in the immediate area.
- Materials stockpiles will not be placed around tree trunks.

Fauna

- Disturbance of timber and rockeries will be minimised to avoid disturbance to potential reptile habitats.

Utilities and Services

- If any service is damaged the relevant authority will be immediately notified.

Air Quality

- All vehicles will be fitted with approved and properly maintained exhaust systems which comply with Australian Standards.

Operational procedures are detailed in Work Method Statements.

Environmental Management Plans and Work Method Statements are available online at:

www.opensore.managementsystem.net.au

ENVIRONMENTAL EMERGENCY RESPONSE

Examples of environmental incidents are:

- significant spill of fuel or oil
- significant chemical spill
- severe erosion from flooding
- fire (on site or from off site)
- damage to a heritage site (Aboriginal or non-Aboriginal)
- overflow from on-site wash-down areas into creeks or drainage lines
- destruction of a rare plant outside the defined construction zone.





OPERATOR RESPONSIBILITIES



- Ensure that you are aware of the site environmental emergency response plan.
- Locate emergency equipment that may be relevant to your responsibilities.
- Ensure that you are familiar with using emergency equipment that is relevant to your responsibilities.
- Ensure that you know whom to contact in the case of an emergency.



- Do not endanger the health and safety of yourself or others when responding to an emergency situation.

Environmental Emergency Plans are practised regularly.

QUALITY



QUALITY POLICY

OPENSHORE

Openshore Pty Ltd is committed to providing exceptional service in infrastructure construction, directional drilling, together with pit and pipe services.

Our quality objectives are satisfied clients and continual improvement.

To ensure these objectives are achieved, we have established and will maintain a quality management system which complies with AS/NZS ISO 9001:2015.

Through our training programs, all employees have gained a sound understanding of this policy, our management system and empowered to deliver service excellence.

We will achieve our objectives through our focus, our commitment and our training.



Paul Martin

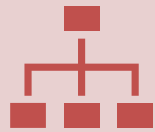
Director



WHAT IS A QUALITY MANAGEMENT SYSTEM?



A set of documentation consisting of policies, procedures, forms and records



Describes the process flows of an organisation and the interaction between functional units



Ours is based on the standards of ISO 9001

YOUR QUALITY RESPONSIBILITIES

- Read the policy
- Be aware of your impact on the system – each of you are part of it
- Be positive – if something is wrong or a process can be improved, tell Kelly Martin, the System Coordinator
- Be system savvy – learn how to find the information





OBJECTIVES

Risk	Objective
Environment	Minimise Environmental Impacts
Environment	Prevent Pollution
Quality	Continually improve the Management Systems and Operational Processes
Quality	Customer Satisfaction
Safety	Zero Harm

TARGETS



Risk	Program, Process or Procedure	Metrics	Results & Comments
Environment	Drilling Projects managed to minimise environmental impact and prevents pollution. 95% of Drilling Chemicals used to be non hazardous.	Number of non hazardous/environmentally friendly chemicals in drilling process as indicated by the SDS.	All current drilling chemicals are classified as non hazardous
Environment	Effective Operational Controls. Maintain Zero Environmental Incidents.	Number of Environmental Incidents. Number of Site Emergency Plan Rehearsals. Target = Two per annum	Two EMP rehearsals conducted YTD F2019
Quality	Planned System Events Carried out As Scheduled. Internal Audits carried out as per Audit Schedule. NCRs (Reviews) actioned by nominated date.	No Red Status	Audits conducted as per schedule. No outstanding Reviews.
Quality	Provide services in accordance with agreed scope of works. Zero non conformances.	Number of non conformances (defects) reported.	Last issue identified during 2014. None since. Currently on target.
Quality	Timely actions to issues that arise.	Customer issues, defined as either products or processes requiring attention, are raised as NCRs. Resolution within 30 Days.	No issues identified 2019
Safety	Effective hazard management is required to reduce injury frequency rate.	Number of Lost Time Injuries. Lost Time Injury Frequency Rate. Lost time injuries and injury frequency rate calculated as per standard method.	No injuries 2019. No LTI. Refer WHS Performance Spreadsheet
Safety	Training	Full completion of all identified items. Skills/Training Matrix.	All Identified Training Completed

OTHER RELEVANT INFORMATION

Pay:

Openshore pays its Workers weekly on a Monday

If your details change, it is your responsibility to let HR know by completing a new form

Training:

We encourage Workers to participate and to highlight any gaps they believe they have in their own skills or knowledge

Annual Leave:

For permanent and permanent part time staff, you are required to complete and send your Leave Request Form into the office 2 weeks prior to your leave commencing, for it to be approved. You will be notified if it has been approved

GPS Tracking:

All of Openshore's fleet have GPS tracking systems installed which are monitored daily. You will be issued with a vehicle fob to enable you to use Openshore vehicles. DO NOT loan this to other workers. Your fob is your responsibility and any driving infringements will be the responsibility of the fob owner.

Vehicles:

Use of the Company's vehicles is **NOT** permitted in Workers' personal time i.e. evenings or weekends. Damage caused outside of work hours **MUST** be reported immediately and any insurance excess amount will be payable by the Worker

