



WORKPLACE HEALTH & SAFETY MANAGEMENT PLAN

Document No: 006

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1.0 LG UTILITIES SAFETY SYSTEM STRUCTURE

1.1 Workplace Policies

Refer Appendix A – LG Utilities Policy Statements

It is the policy of LG Utilities, as far as is practicable, to ensure all employees, suppliers, subcontractors, visitors and the public are safe from injury and risk to health while on any job site.

As part of LG Utilities overall commitment to its Occupational Health and Safety performance the following policy statements have been developed and endorsed:

- Work Health and Safety Policy
- Fitness for Work (Drug & Alcohol) Policy
- Human Resource Policy
- Rehabilitation & Return to Work Policy
- Environmental Policy
- Industrial Relations Policy
- Training Policy
- Social Media Policy
- Quality Assurance Policy

These Policy Statements form an integral part of LG Utilities Occupational, Work, Health & Safety Management Plan, and as part of the continual improvement process will be reviewed on an annual basis.

1.2 Legislative Documents

LG Utilities Manager maintains a library of the relevant Acts, Regulations, Codes of Practice, Australian Standards and Publications.

Australian Standards are available for reference to all employees on request.

All personnel shall be informed of the documents availability during the Company Induction.

All relevant Acts, Regulations and Approved Codes of Practice relevant to this project are also available to all employees.

1.3 References

- Work Health & Safety Act 2011 (QLD)
- Work Health & Safety Regulations 2011 (QLD)
- Workers Compensation and Rehabilitation Act 2003 (QLD)
- Workers Compensation and Rehabilitation Regulation 2003 (QLD)
- Environmental Protection Act 1994 (QLD)
- Environmental Protection Regulation 2008 (QLD)
- Electrical Safety Act 2002 (QLD)
- Electrical Safety Regulation 2013 (QLD)
- Codes of Practices
- Australian Standards / Guidelines

2.0 PURPOSE, SCOPE & PROJECT DETAILS

2.1 Purpose

This WHSMP represents LG Utilities ongoing commitment to workplace Health and Safety.

The purpose of the plan is to ensure the effective implementation of LG Utilities OHS&W Management System.

It is the intention of LG Utilities to undertake all works associated with all jobs and activities, in accordance with all relevant Acts, Regulations, Standards and Codes of Practice, so as to ensure the safety and welfare of all personnel, visitors and members of the public involved.

This WHSMP provides guidance and acts as a reference to achieve this goal.

2.2 Scope of Works

This WHSMP is applicable to all works associated with the job and activities of all projects undertaken by LG Utilities. Scope of works would vary and will include specification, but would not be limited to activities:

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3.0 OBJECTIVES AND TARGETS

3.1 Key Performance Indicators

WHS objectives and targets for LG Utilities jobs are as follows:

Objectives and Targets	
Objective	Target
1. Zero Harm.	Zero Lost Time Injuries (LTI) Zero Medically Treated Injuries (MTI) Zero Alternative Work Injuries (AWI) 100% of Safety / Task Observations completed 100% of Safety Inspections completed
2. Continual Improvement / Recognition	Zero repeat NCR's resulting from business systems audits
3. Strong Communication and Consultation	100% of Toolbox and General Communication 100% of Incidents summarised and discussed at Toolbox Meetings
4. Full legislative compliance.	Zero statutory infringement notices

4.0 ORGANISATION STRUCTURE AND RESPONSIBILITIES

4.1 LG Utilities Organisation Structure

Note: This Organisation structure may vary due to changes in the business growth and job requirements. Responsibilities of the key personnel within this Organisation Chart are outlined in section 4.2.



ORGANISATIONAL STRUCTURE



4.2 Responsibilities and Accountabilities

4.2.1 Project Manager

The Manager is responsible for overall Project WHS Compliance.

- Ensuring that the LG Utilities WHS Management Plan is effectively implemented.
- Ensure information relating to work health & safety is reviewed and communicated to all personnel.
- Responsible for the issue of any written notices regarding WHS non-conformance.
- Provide safe working procedures for all job activities, identifying any risk or hazard associated with that activity, assess the risks and take steps to control those risks that are not of a minor nature.
- Ensure that all personnel have received sufficient information, instruction, training and supervision to perform their work in a manner that is safe and without risk to themselves or others.
- Review all Incident / Accident Reports and ensure all the required corrective actions to prevent reoccurrence on site are implemented.

4.2.2 Operations Manager

The Operations Manager shall:

- Ensure that they have access to, and are familiar with all aspects of the WHS policies & procedures.
- Ensure the requirements of the WHSMP and all Safe Work Procedures relating to job activities are complied with, communicated to all personnel, and the necessary training, instruction and supervision is identified and provided.
- Ensure each person prior to commencement of work on the site has received a job Specific Safety Induction.
- Monitor the safety of working conditions on site, and ensure that all personnel are aware of safety hazards.
- Ensure steps are taken, so far as reasonably practicable, to eliminate or minimise all risks and hazards identified to the workforce.
- Co-chair the weekly Toolbox Meeting when toolbox meetings are required.
- Ensure that all subcontractors operations, plant and materials are compliant to the WH&S Regulations, relevant to the Australian Standards, and LG Utilities policies and procedures.
- Ensure all mobile plant documentation is received and reviewed prior to the plant being mobilised to site, ensure all plant is serviced as per service schedules, and ensure all faults or defects are rectified.
- If nominated as part of the Project Investigation Team, assist in all investigations of all on site incidents, accidents and near misses, and assist the Manager in ensuring the corrective control actions are implemented and monitored.
- Ensure that safe systems of work are adhered to and promote the safe performance of work on the site.

4.2.3 Safety Supervisor

(Note: The Operations Manager shall ensure these responsibilities are met in the absence of a Safety Supervisor.)

The Site Safety Supervisor shall:

- Ensure that they have a clear understanding of this WHSMP, and all policies and procedures relating to the management and safety of all jobs and activities.
- Carry out site Inductions, and regular visual site inspections when required during the day to identify, report, and eliminate unsafe working conditions and practices.
- Conduct Site Safety Inspections, and assist management in the implementation of corrective actions required.
- Co-chair the weekly Toolbox Meeting when toolbox meetings are required.
- Complete and submit an Incident Notification Form within 12 hours of all incidents / accidents,
- Raise Incident Reports, and assist with the Investigation.
- Promote good housekeeping practices at jobsite / worksite and monitor.
- Monitor PPE and First Aid supplies.
- Assist in the erection, maintenance and reinstatement of all barrier mesh, safety signage, and safety flagging by taking a pro-active (hands-on) approach on the site.
- Promote the Zero Harm vision and positive safety culture of LG Utilities.

4.2.4 Employees

- Take reasonable care to protect their own health and safety at work by reading and complying with LG Utilities policies, procedures, and this WHS Management Plan.
- Work in a safe manner so as not to willfully place at risk the health & safety of themselves or others at the workplace.
- Ensure that they are not under the influence of alcohol or drugs, in such a state as to endanger the employee's own safety at work or the safety of any other person.
- Provide all relevant tickets and safety documentation for plant and equipment to LG Utilities.
- Ensure all equipment provided for health and safety purposes is used correctly and in the manner intended by the manufacturer.
- Comply with all reasonable instructions / directions given to protect their own health and safety and the health and safety of others.
- Report all incidents / accidents, near misses, hazards, or unsafe methods of work immediately.
- Attend the Weekly Toolbox Meetings when toolbox meetings are required, and maintain a clean and tidy work area at all times.

Any employees or labour-hire personnel who contravene this WH&S Management Plan, LG Utilities Policies or Procedures, Work Health & Safety Act 2011 and Work Health & Safety Regulation 2011, or any relevant Codes of Practice may be removed from the work area / site immediately by a verbal or written directive issued by the Operations Manager.

5.0 WORKPLACE PROCEDURES

5.1 Induction and Training

5.1.1 Site Induction

Due to the varying levels of risks involved in the Cleaning industry, all personnel engaged to work on a civil construction job site shall have undertaken the national general OHS Induction (White Card) training course prior to their commencement. This applies to all Labour Hire personnel and subcontractors, and all other parties who are engaged by LG Utilities to undertake works.

Prior to any person commencing works for LG Utilities a site specific Induction shall be undertaken. Driver's licenses shall be required for proof of identification. Photo ID will be accepted for persons who do not hold a current driver's license.

Persons undertaking this induction will be required to complete the induction questionnaire form and sign the employee declaration, as acknowledgement that they are aware of, and will abide by, the Project WHSMP, LG Utilities policies, procedures and general safety instructions applicable to the job site.

All driver's licenses, certificates of competency, High Risk Work licenses, and general construction induction training White Cards shall be photocopied, with the copies attached to the induction form, and retained on the Company file. A register of all inducted personnel will be updated systematically and maintained by the Safety Supervisor.

5.1.2 Training and Licensing

The Operations Manager will provide the necessary instruction, training and / or supervision to ensure all employees are capable of undertaking their tasks in a safe and appropriate manner.

Personnel required to carry out any work or task within a "High Risk Work Occupation" (e.g. scaffolding, working at heights etc.), must hold a current High Risk Work License or valid Certificate of Competency.

The Manager shall identify the need for any further training or appropriate licensing for any employee or subcontractor required for any specific task.

An Induction training register shall be systematically updated and maintained by the Operations Manager.

5.2 Personal Protective Equipment

The use of the following PPE is mandatory on work sites:

- Long Sleeved Shirt (with UV rating)
- Long Pants
- Non slip closed shoes
- Safety Glasses (when required)
- Gloves for all manual handling tasks
- Steel Toed Safety boots,(class-1) may be required on some jobs
- High Visibility shirts may be required on some jobs

All PPE issued shall be in accordance with the relevant Australian Standards.

Subcontractors are required to ensure all their employees are supplied with, and wear, all site mandatory PPE.

Additional PPE shall be supplied, and shall be worn, for any work activity as required by the Hazard and Risk Assessment / MSDS, JSEA and / or SWMS for that activity, (i.e. Hearing protection, Safety Harnesses, Respiratory masks etc.). The Safety Supervisors shall ensure that each employee is familiar with the correct use of each item of PPE prior to use.

5.3 First Aid

All First Aid requirements shall be in accordance with regulation 42 of the QLD WHS Regulation 2011, and the First Aid Code of Practice - 2004.

LG Utilities shall ensure that First Aid equipment required is available to all employees and contractors at all times.

Site specific First Aid requirements shall be determined prior to the commencement of all jobs and activities. First Aid requirements may vary depending on the nature of the work, the hazards involved in the works, the size of the workplace, the location of the work areas, and the amount of personnel engaged on the worksite.

All personnel will be made aware of the designated Senior First Aiders and their contact details, and the locations of all First Aid kits (fixed and portable) and facilities through the site specific Induction.

All personnel will be advised that only trained senior First Aiders should administer first aid, unless an emergency situation dictates otherwise.

First Aid kits shall be kept in the office, and in all mobile plant and general LG Utilities site vehicles.

The site Safety Supervisors will monitor all First Aid kit supplies on a regular basis, and will be responsible for maintaining and replenishing the stocks to the minimum required levels.

Designated First Aiders will report any first aid treatment that has been administered to the Site Safety Supervisor, who will record it on the First Aid Treatment Register. The Site Safety Supervisors shall raise an Incident Report for First Aid Treatment cases when deemed necessary, and after consultation with the Manager.

The First Aid Treatment Register shall be retained in the LG Utilities company files.

5.4 Alcohol and Drugs

All LG Utilities employees, Labour Hire personnel, and Subcontractor employees are required to present themselves for work in a manner to be fit for work. A zero tolerance approach to drugs and alcohol has been adopted and the prescribed blood alcohol limit is 0.00%.

All personnel are prohibited from consuming, or being under the influence of alcohol or illicit drugs on and during a job or activity. Illicit drugs and / or alcohol are not permitted to be kept on any personnel.

Any person found to be under the influence of drugs or alcohol will be subject to disciplinary action in accordance with section 5.6 of this plan, and may be excluded from the job or activity. Exclusion from the site shall be at the discretion of the Manager.

Where a person working on site is taking prescription drugs which may impact on the person's capacity to undertake work safely, they must notify their supervisor / manager and declare their medical condition on the site induction form.

Drug and Alcohol testing will be administered using any of the following methods:

- Random basis
- Blanket
- Reasonable cause basis
- Post incident / accident basis

All non-negative test results must be recorded on the Incident Notification Form and be submitted to the safety supervisor.

- a. If the worker provides a reading that is higher than 0.00%, the worker will be required to leave work for the day without pay.

Note: A reading of 0.001% will be taken as a negative result, as only the first two digits following the decimal point are taken into account.

- b. A worker who returns a non-negative test result will not be granted a re-test.

5.4.1 Smoking Policy

LG Utilities endorses a smoke free working environment. Smoking is not permitted within 5 metres of any doorway, open window, chemical / fuel storage area, air conditioner inlets, or inside the site offices and amenity blocks.

Smoking is also not permitted inside company vehicles, or when refueling.

Persons who contravene the smoking policy shall be subject to disciplinary action.

5.5 Workplace Auditing

An internal audit of the WHS Management Systems shall be undertaken by LG Utilities Manager and / or the Operations Manager approximately every six months

The audits will be based on all available documentation which will include, but may not be limited to:

- WHS Management Plan
- Site Specific Safety Inductions
- Toolbox Meetings
- Site Safety Inspections
- Safety / Task Observations
- JSEA's
- Incident and Accident Reports
- Previous Non-Conformances

5.6 Disciplinary Procedures

Any LG Utilities Employee, Subcontractor / Labour Hire personnel who acts in an unsafe manner, or who's conduct is contravene to any reasonable work instructions or requests in regard to safety issues, policies, procedures or safe work instructions shall be disciplined in accordance with the LG Utilities Employee Management Procedure

Failure to comply with the WHS Act and Regulation and Site Safety Rules will also result in immediate disciplinary action being taken. All disciplinary actions shall be dealt with by Management.

Minor breaches (e.g. the failure to wear the correct PPE) may be handled by a verbal warning only, however repeated minor breaches will result in the issue of a Safety Warning Notice.

For a major safety breach (e.g. working at heights without fall protection) a Safety Warning Notice shall be issued the first time the breach is observed and, depending on its seriousness, could also result in immediate expulsion from this site.

6.0 HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL

6.1 Project Risk Assessment

Prior to commencement of any job or activity, a risk assessment of the works shall be undertaken by Management. This will identify and recommend risk control measures for all potential hazards of the following (but not limited to) areas.

- Manual Handling
- Amenities, Facilities
- First Aid Requirements
- Working at Heights

Any areas of nonstandard specific site hazards will also be assessed prior to commencement of any job or activity and will be covered during the site specific safety induction process.

The Risk Assessment will be reviewed and assessed as required.

All new hazards or risks arising during any job or activity such as when work methods change, site conditions change, introduction of new equipment, or if conditions for the existing work activities change, shall be added to this risk assessment, and controls shall be put in place to manage them.

6.2 Safe Work Method Statements (SWMS)

Safe Work Method Statements (SWMS) are required for all High Risk Work (HRW), and are required to comply with the WHS Regulation, prior to the particular work commencing.

The SWMSs will identify the particular HRW, the hazards associated with the particular work, and specify control measures to eliminate, or minimise any risk to the workers' health and safety.

The SWMS's shall be developed in consultation with the relevant workers, and reviewed by the Safety Supervisor who shall record the review in the allocated section of the SWMS.

All workers will be instructed in the relevant SWMSs content prior to them undertaking the particular activity.

All SWMSs shall be retained in the company Safety files. SWMSs will be retained for a further two years in the event of a notifiable incident occurring as a result of the works undertaken by LG Utilities.

6.3 Job Safety & Environmental Analysis (JSEA)

A JSEA shall be developed for all work activities undertaken.

The development of a JSEA shall be undertaken by the Safety Supervisor and if required, with the assistance of the personnel undertaking the activity.

The Hierarchy of controls must be used when considering control measures for hazards noted in a JSEA, as recommended by LG Utilities.

1. Elimination The most desirable option	Can the hazard, if possible, be eliminated (best control method)
2. Substitution	Can a less hazardous alternative be adopted
3. Isolation	Can the hazard be separated from personnel by the use of barriers etc.
4. Engineering	Can equipment be modified or introduced to reduce the risk
CONTROLS ABOVE THIS LINE ARE PREFERRED	
5. Administrative	You may be able to reduce risk through: <ul style="list-style-type: none"> – additional training, – additional supervision, – warning /advisory signage, – safe working procedures and instructions, – changing rosters or other administrative actions.
6. Personal Protective Equipment (PPE) The least desirable option	Always use personal protective equipment (gloves, goggles, etc.) It is the last line of defense.

The Work Health & Safety Regulation 2011, Australian Standards and Codes of Practices referenced on a JSEA form should be used to identify effective control measures for all hazards which have been identified. The JSEA must identify key relevant WHS Regulation sections, Australian Standards and Codes of Practices referenced, and must be noted in the appropriate section of the cover page on the JSEA form.

Once completed, all JSEA's shall be forwarded to the Operations Manager or their delegate for review and approval for use. The review shall be to ensure the content is suitable and specific to the activity prior to its use. Personnel involved in the development of a JSEA shall not be permitted to formally approve the JSEA.

Amendments and reviews to an existing JSEA, or a new JSEA shall be carried out for all work activities when the work method changes, site conditions change, introduction of new plant or equipment, or if conditions for the existing work activities change.

Subcontractors are required to submit JSEA's for all activities undertaken on any project. Subcontractor JSEA's shall be reviewed and approved by the Operations Manager or their delegate.

7.0 CONSULTATION & COMMUNICATION

Refer Appendix B – LG Utilities Site Safety Rules

7.1 Toolbox Meetings

The purpose of the Toolbox Meeting is to involve and encourage all personnel in open communication and consultation in any job and activity specific and other relevant Company issues. It would provide and / or exchange any additional safety, environmental and legal information from all sources. Toolbox Meetings shall be conducted when required and would involve all employees (including subcontractor's employees).

Issues to be discussed should include, but are not be limited to:

- Incidents and Accidents from all LG Utilities job sites
- Hazard and Risk Assessments / JSEA's / SWMSs
- Personnel Protective Equipment
- Site Housekeeping
- Work Health and Safety Issues / OHS Committee issues / Safety Alerts
- Environmental Issues
- Positive Safety Observations / Innovations
- Changes to relevant Legislation and / or Company / Site Policies

The minutes of the meeting shall be recorded and filed in the company files. Copies of these minutes will be available to all employees. Personnel who were unable to attend shall be informed of any important and / or relevant issues as soon as possible after the meeting, by the Safety Supervisor.

7.1.1 Stop for Safety / Re-Focus Meetings

Additional "Stop for Safety / Refocus" Toolbox Meetings shall be held in the event of any serious incident, or directly after significant breaks (i.e. Rostered Breaks, Christmas, Easter, Long Weekends etc.). All personnel working on any job or activity, including management, shall be required to attend these meetings.

The purpose of the Stop for Safety / Refocus Meetings is:

- To reiterate the site specific hazards associated with the job
- To ensure all personnel are focused on safety requirements of the activity prior to returning to work
- To discuss implications of serious incidents / accidents in the event they occur

The minutes of the meeting shall be recorded and filed in the company Safety files. Copies of these minutes will be available to all employees. Personnel who were unable to attend shall be informed of any important and / or relevant issues as soon as possible after the meeting, by the Safety Supervisor.

8.0 EMERGENCY PREPAREDNESS & RESPONSE

Refer Appendix C – LG Utilities After Hours Emergency Contacts

8.1 Emergency Management Plan

A specific Emergency Plan will be developed and implemented when a contract does not supply one, and requirements stipulate that an Emergency Plan is required. The Emergency Plan shall, at a minimum outline the following:

- Emergency Response Procedures for foreseeable or possible emergency situations such as:
 - Major Fire
 - Severe weather
 - Medical emergency
 - Major chemical spill
 - Working at heights emergency retrieval
 - Confined Space emergency retrieval
- General Site Evacuation procedure and raising alarms
- Notification to Emergency Services as soon as practicably possible
- Medical treatment / assistance information
- Coordination of Emergency processes and communication protocols
- Site layout diagram, including locations of assembly points and emergency equipment
- Provision of emergency equipment, including fire, first aid and communications equipment
- Provision of trained emergency personnel, including designated First Aiders
- Requirements to undertake emergency drills, and review their effectiveness

Essential emergency information will be communicated to all personnel via the Induction. Additional training will be provided to personnel with specific responsibilities for coordinating emergency responses if required.

8.2 Reporting Notifiable Incidents

Where there is a Notifiable Incident, as defined in the QLD Work Health & Safety Regulation 2011, the Operations Manager shall immediately contact the LG Utilities Managing director.

Where such an incident occurs, except to facilitate a rescue, assist an injured person, or to make the area safe so as to prevent further risk of injury, the particular area and any plant or equipment involved must remain undisturbed until the Regulator inspectors, and any other relevant authorities, have concluded their investigations, or given specific permission in writing

In the event that an Improvement and / or Prohibition Notice have been issued, the Operations Manager shall notify the LG Utilities Managing Director as soon as practicably possible.

The Operations Manager shall also notify any other representatives that are involved with the details of the notice.

Reference should also be made to the Emergency Contacts List for any other persons / authorities who may require notification.

WORKPLACE HEALTH & SAFETY - CONTACT NOs:

- General Notifications 1300 369 915
- Notification of a Fatality 1300 369 915

9.0 INCIDENT REPORTING & INVESTIGATION

9.1 Incident / Accident Reports

In the event of any incident / accident / First Aid Case the Safety Supervisor must be notified immediately. An Incident Notification Form shall be completed and submitted to the relevant personnel allocated on the form within 12 hours of the event.

Verbal notification to the Manager shall be made immediately in the event of any incident which has a potential consequence rating of “Major” or above.

Note: All personnel shall be advised during Site Induction that should they be directly involved in an incident they must participate in the investigation process.

Injured persons requiring medical treatment shall be accompanied to the relevant medical provider by an LG Utilities staff member.

Note: Should the injured person be placed on modified or alternative duties no overtime shall be worked unless stated otherwise on the WMC issued by the treating practitioner.

All preventative actions /control measures which have been recommended as a direct result of an incident investigation should be determined in accordance with the “Hierarchy of Controls”, which are as follows:

1. Elimination The most desirable option	Can the hazard, if possible, be eliminated (best control method)
2. Substitution	Can a less hazardous alternative be adopted
3. Isolation	Can the hazard be separated from personnel by the use of barriers etc.
4. Engineering	Can equipment be modified or introduced to reduce the risk
CONTROLS ABOVE THIS LINE ARE PREFERRED	
5. Administrative	You may be able to reduce risk through: <ul style="list-style-type: none">– additional training,– additional supervision,– warning /advisory signage,– safe working procedures and instructions,– changing rosters or other administrative actions.
6. Personal Protective Equipment (PPE) The least desirable option	Always use personal protective equipment (gloves, goggles, etc.) It is the last line of defense.

Each Incident Report shall be prepared and submitted by the Operations Manager for review, with the final copy of the report forwarded to the Managing Director.

All Incident Reports and associated documentation shall be retained at the main office and kept in a lockable cabinet.

Note: Wherever possible photographic evidence must also be utilised and forwarded with the completed report and, if requested, a copy of the relevant JSEA attached.

All corrective and preventative control measures listed on the incident report form as a result of the investigation shall be implemented as soon as practicably possible.

9.1.1 Critical Incident

In the event of a critical injury, all personnel on the job site will be removed to a safe area until further notice by the Operations Manager / Safety Team on site.

Should any person, either be directly involved in, or witness a critical incident at the worksite, the Operations Manager shall contact the Managing Director immediately, who will detail the provision, type and extent of professional assistance available to those involved.

9.2 Return to Work & Rehabilitation / Medical Centers

Alternative duties will be provided for all personnel who suffer work related injuries or illnesses, after consultation with the practicing Medical Practitioners, and the LG Utilities Rehabilitation and Return to Work Coordinator.

A Rehabilitation and Return to Work plan is a strategy which incorporates a program incorporating items such as medical treatments, training sessions and alternative / modified duties agreed upon by the treating practitioner(s).

Alternative / modified duties and training that are available consist of, but may not be limited to, the following:

- Administrative duties
- Supervisory roles
- Training such as:
 - Manual Handling
 - Cleaning Quality Control
 - Senior First Aid Training
 - Hazard ID / JSEA / SWMS Training etc.

All Suitable Employment RTW Plans shall be documented by the Rehabilitation and Return to Work Coordinator(s) in consultation with the treating practitioner(s) and where applicable, the Work cover case manager.

10.0 PLANT SAFETY & MAINTENANCE

10.1 Documentation and inspection

All small plant and equipment must be thoroughly checked by the Site Supervisor and / or Operations Manager when introduced onto the site, and must also be inspected prior to each use by the person using the plant / equipment.

Any maintenance or repairs that may be necessary shall be reported to the Operations Manager.

Plant and equipment found to be defective shall be isolated, tagged “out of service”, and shall not be used until the required repairs are carried out by authorized personnel.

11.0 HAZARDOUS / HIGH RISK ACTIVITIES

11.1 Working at Heights

Note: Work at Height is defined as where there is a risk of a person falling 2 metres or more.

All Work at Height shall be undertaken in accordance with the requirements of the WHS Regulation 2011, and the QLD Code of Practice - Managing the Risk of Falls at Workplaces 2011.

Where any works involves the risk of a fall from 2 metres or more (*High Risk Construction Work - HRCW*), a SWMS must be developed to identify the potential hazards involved with the activity, and eliminate the risks where practicably possible, or minimise the risks in accordance with the Hierarchy of Controls. A task specific JSEAs will also be required, and must reference the SWMS.

Where there may be a risk of injury as a result of a fall from under 2 metres, the task specific JSEA must identify appropriate control measures to either eliminate where practicably possible, or minimise the risk. Relevant employees, supervisors and the operations manager must be consulted, and be involved in the risk assessment process.

All personnel who are required to carry out work at heights, or are required to use a fall arrest / restraint system must complete the "Work Safely at Heights" (*R/IOHS204A*) training course through a registered training organisation (RTO).

Fall Arrest / Restraint systems shall be used when Fall Protection such as solid hand railing or solid barricades etc. cannot be provided.

All Industrial fall-arrest or fall restraint systems and devices, shall comply with AS/NZS 1891, AS/NZS 1891.1, AS/NZS 1891.3, AS/NZS 1891.4.

Installation of a Static Line is required to be carried out by a licensed Scaffolder or Rigger.

A register of safety harnesses and all fall arrest / restraint equipment owned by LG Utilities used on any job site shall be maintained, and shall include the following information: Date of last inspection, personnel undertaking the inspection, date of next inspection due, and serial numbers.

Where fall arrest / restraint equipment is used to carry out a task, the following, as a minimum, must be taken into consideration:

- Condition of the equipment
- The height of the work to be undertaken
- The location of the work to be undertaken
- Anchorage / attachment points
- Training requirements
- Emergency Retrieval after an arrested fall

All Fall Arrest systems shall be attached to a certified or engineered anchor / attachment point. All points of attachment must be installed as per the manufacturer's or engineer's specifications, and shall be rated at the required capacity to withstand the forces of an arrested fall.

Attachment / anchorage devices shall be proof tested using methods compliant with the relevant Australian Standards.

Handrailing consisting of tube and clips shall be installed by a Scaffolder who holds an Intermediate certificate or greater, and shall be installed in accordance with AS 1657 Fixed Platforms, Walkways, Stairways and Ladders - Design, Construction and Installation.

The use of timber handrailing is not permitted unless designed and inspected in accordance with AS 1657.

11.2 Scaffolding

All Scaffolding shall be erected and dismantled in accordance with the requirements of AS / NZS 1576: Scaffolding.

All scaffolding shall be erected and / or dismantled by a licensed Scaffolder who holds the required Class license for the type of scaffold to be erected.

All scaffolding must be provided with safe access/egress, top and mid guardrails.

Incomplete scaffolds shall have all access points blocked with warning signage displayed clearly until the scaffold is erected completely, tagged and is ready for use.

All scaffolding must have a "Scafftag" attached at or near the access point with all required details, and the name of the person who erected the scaffold.

For all scaffolding where a person or object can fall 4 metres or more, the Scaffolder must complete a "Scaffold Handover Certificate". The certificate shall be retained on site until the scaffold has been dismantled.

11.3 Falling Objects

No person(s) are permitted to carry out works below or above other personnel at any time.

Areas below work platforms shall be delineated using barrier mesh (para-webbing) a minimum of 1.5 metres back from the drop zone and shall have "Workers Above" warning signage posted clearly in several locations around the perimeter of the particular work area.

Where there is a risk of a falling object being deflected, the exclusion zone shall be extended.

Additional control measures (i.e. such as tethers for hand tools) must also be considered when developing the task specific JSEA.

11.4 Confined Space Entry

All works performed within a confined space shall be undertaken in accordance with AS 2865 - Confined Spaces, Part 4.3, Division 1 of the WHS Regulation 2011 and the QLD Code of Practice - Confined Spaces 2011. Wherever possible, tasks shall be performed without entering into a confined space.

Where a task or activities requires entry into a confined space as defined by AS 2865 or the Operations Manager, a Hazard Identification and Risk Assessment of the specific works shall be conducted by a competent person using the Confined Space Hazard Identification Risk Assessment.

A SWMS must be developed for all Confined Space works. Relevant workers, supervisor (s) and the operations manager must be consulted, and be involved in this process.

All personnel who carry out a confined space hazard identification and risk assessment, supervise confined space works, order or use confined space rescue equipment, or undertake work within, or on a confined space, carry out sentry duties, must have undergone “Enter Confined Space” and “Work in Accordance with an Issued Permit” training delivered by a registered training organisation (RTO), within the previous 12 months of the task commencing.

All safety and rescue equipment, as determined by the hazard identification and risk assessment process, must be on site and readily available for use whenever confined space work is being conducted.

All safety and rescue equipment must be inspected by a person trained in confined space entry prior to the works commencing.

Communication methods and the emergency retrieval plan must be tested prior to the work commencing.

There shall be a minimum of one person outside the confined space as an observer (spotter / sentry) to initiate rescue and, maintain either visual or verbal contact with those inside the confined space at all times. Another observer must be within the general work area in the case of emergency.

11.5 Hazardous Substances and Dangerous Goods

All hazardous substances shall be stored and handled in accordance with the QLD Code of Practice for Hazardous Chemicals 2003 and the QLD Dangerous Goods Safety Management Act 2001.

A Safety Data Sheet (SDS) shall be obtained for all substances used on site.

LG Utilities shall maintain a Safety Data Sheet File of all dangerous goods and hazardous substances, and maintain the Hazardous Substance Register.

Additional copies of the relevant SDS's shall also be kept in or to adjacent all storage areas for access to all workers, sign posted, and maintained.

Hazardous substances and dangerous goods shall be clearly labeled, stored and used, in accordance with the requirements of the relevant SDS.

Warning and Danger Signage shall be displayed as required at all storage areas. (I.e. No-Smoking, Hazchem 000, Flammable Liquids etc.).

All dangerous goods and hazardous substances used in the completion of specific work tasks shall be identified, with hazard control measures documented, in the task specific JSEA(s). Relevant employees shall be trained in the SDS safety and PPE requirements applicable to their activity.

Substances shall only be decanted into a container which is clearly and correctly labeled with the required details of the chemical being decanted in accordance with the QLD code of Practice – Labelling of workplace hazardous substances 2011.

Coordination with suppliers shall ensure the Safety Data Sheet accompanies the hazardous material. Should the supplier be unable to provide a copy on delivery the person responsible for ordering the substances shall ensure a copy is either faxed by the supplier or downloaded from the relevant manufacturer's website prior to the materials use and storage.

11.5.1 Discovery of Contaminated Materials including Asbestos

In the event of a discovery of contaminated materials, including asbestos material, the Safety Supervisor / Operations Management shall cease work in the area immediately, and barricade the area to prevent unauthorised entry.

A SWMS shall be developed by the management team, the Safety Supervisors, and relevant workers, and where required, with the assistance of external sources.

The SWMS shall be communicated to all personnel at toolbox meetings when required and verbal / electronic communication. The SWMS shall be referenced when developing a task specific JSEA.

A register of all contaminated materials discovered on site and any personnel who have been in contact with contaminated materials shall be maintained in the files by the Operations Manager.

Where Asbestos materials have been discovered / disturbed, the removal and disposal shall be undertaken by a licensed asbestos removal contractor, in accordance with Chapter 8 - Asbestos, of the WHS Regulation 2011, and the QLD Code of practice – How to safely remove asbestos 2011.

All documentation and certifications pertaining to the asbestos removal contractor shall be copied and retained on files.

11.6 Electrical Tools and Equipment

Portable electrical equipment, power leads and fixed electrical tools must be visually inspected prior to use to check for faults or damage.

All electrical leads and portable electrical tools and equipment shall be inspected and tested by a qualified person on a three monthly basis, and be appropriately tagged.

Details of all electrical equipment testing and tagging shall be recorded and a register shall be retained on files. All registers of testing and tagging that are supplied by a contractor will also be kept on file for the duration of the contract.

The Electrical Equipment Register shall be updated systematically by the Safety Supervisor / Operations Manager, on completion of scheduled testing and tagging.

Power Leads are not permitted to be piggy-backed at any time, and must be plugged into a RCD protected socket for any outdoor activity. Portable RCD devices shall be plugged directly into the power source.

The Safety Supervisor will ensure that all employees and subcontractors:

- Only use electrical equipment that they have been instructed in
- Maintain all electrical appliances, power tools, and power leads in good and serviceable condition

11.6.1 Control of Inspection, Measuring, Monitoring and Test Equipment

All equipment service and calibrations shall be undertaken by NATA certified organisations.

Calibration certificates and the Equipment Register shall be filed and maintained on file. Additional Calibration certificates shall be obtained from contractors using inspection, measuring, monitoring and test equipment on site. (I.e. Electrical Testing & Tagging contractor equipment)

All Measuring, Testing, Monitoring and Inspection equipment used on any job must be compliant with the relevant Australian Standards, and shall be used by a person with the appropriate training or required qualifications.

Handling and storage of equipment is such that the accuracy and fitness for use is maintained in accordance with the manufacturer's requirements.

11.7 Fire Extinguishers

A Fire extinguisher shall be located in the main office and adjacent to any fuel storage areas, refueling locations, and chemical storage areas when required. Further Fire Extinguishers will be determined at the start of each contract / project

All site vehicles and all mobile plant shall be equipped with a suitable fire extinguisher when operating on a construction site.

An appropriate Fire extinguisher(s) shall be present when certain work is being undertaken. This will be determined by the Safety Supervisor / Operations Manager

The Fire Extinguisher Register shall be kept on files.

11.8 Mobile Phones

Mobile Phones are not permitted to be used during work hours for personal use while:

- Walking, or carrying out an activity
- Operating equipment / plant or driving a vehicles
- Working within a Confined Space; and when
- Refuelling vehicles, plant or equipment; and
- When specified in a SWMS or task specific JSEA

Sending of text messages has been deemed to be a safety hazard due to its distractive nature, therefore sending text messages shall only be permitted to communicate with management or during designated breaks.

Failure to comply with these instructions may result in disciplinary action being taken, in accordance with the disciplinary procedures section of this WHSMP.

The use of mobile phones is strictly prohibited at all fuel and dangerous chemical storage areas, and all refueling areas.

All personnel shall be advised during the site specific induction of the restrictions placed on the use of mobile phones.

Any person who willfully does not comply with this Project WHS Management Plan will, at the Operations Manager's discretion, be excluded from working on any job site.

APPENDIX A – LG UTILITIES POLICY STATEMENTS



LG Utilities Workplace Health & Safety Policy

LG Utilities is committed to ensuring the health, safety and welfare of company personnel, sub-contractors and members of the public are paramount throughout the deliveries of all Company Services. The health and safety of all positions within the organisation are detailed within the Company Workplace Health and Safety Plan.

LG Utilities is committed to providing an operational environment that is free from risks to health and safety. As such, the Company will continue to develop safe work methodologies and procedures, provide and maintain adequate equipment and resources. The company will also ensure that all personnel are appropriately trained, maintain adequate supervision at all times and regularly consult with personnel to continually improve safety guards.

All personnel and sub-contractors are expected to be proactive in regards to Health and Safety issues and fulfil all their obligations in this respect. They must not work in a manner that creates a risk to themselves or to others and are required to observe statutory requirements and internal processes implemented in the interest of the Health and Safety.

LG Utilities endeavors to foster a continual awareness of safety within the workplace, and expects full support from all personnel in meeting this objective



LG Utilities Fitness for Work Policy

LG Utilities is committed to ensuring the health and safety of all individuals associated with its operations. All individuals, employees, contractors or visitors, must be 'fit for work' whilst on any site for which LG Utilities is responsible for or working on.

Fit for work means that an individual is in a state, physically, mentally and emotionally, that allows them to perform their work competently and in a manner that doesn't affect their or others health or safety. Fitness for work can be affected by a variety of factors, which include fatigue, stress, alcohol or drugs. LG Utilities expects all individuals to comply with our Fitness for Work Standards and Procedures and that of its clients when working on a client site.

The Manager or Supervisor and where appropriate in conjunction with an assessment procedures will determine an individual's fitness for work. If an individual does not meet the fitness for work standards, they will be removed from the workplace and appropriate disciplinary action will be taken.



LG Utilities Human Resource Policy

People Policy

The success of LG Utilities depends on the capability, commitment and productivity of our employees. Our relationship with our employees is an important consideration and to maintain this relationship we:

- Provide safe, healthy work environments free from harassment, bullying, discrimination and vilification.
- Maintaining open communication with employees.
- Provide the information, tools and systems that employees need to do their work.
- Complying with all applicable people related laws, regulations, statutory obligations, awards, agreements and National and State codes of practice and guidelines.
- Provide fair remuneration.
- We stipulate and enforce a drug and alcohol free workplace.
- Ensuring employees understand and meet their accountabilities at all levels.
- Accepting that the properly held interests of our clients always prevail, and that accordingly it is the client who will in some cases determine people related arrangements (e.g. Accommodation).
- Promptly resolving concerns through consultation.
- LG Utilities meets our commitments as an employer.

Privacy Policy

LG Utilities respects the privacy of employees, shareholders, customers and suppliers. This Privacy Policy and Collection Statement (Privacy Policy) sets out how we gather protect and use private information. Please note that if at any time the company is required by law to release information about employees, customers (or their organisation), shareholders or suppliers the company must cooperate fully.

This Privacy Policy does not apply to:

- Acts or practices of LG Utilities that are directly related to employee records of current or former employees.
- Information held on customers or suppliers that would be commonly found on business cards.

Equity Policy

All employees are entitled to be treated fairly and with respect and a work environment free from harassment, discrimination, bullying and vilification. Discrimination, harassment, bullying and vilification are unacceptable and unlawful. LG Utilities takes all practicable steps to ensure they do not occur.

- Discrimination is any practice that makes a distinction between individuals or groups so as to disadvantage some and advantage others. It is illegal to discriminate on the basis of sex, race, nationality, religion, trade union membership, sexuality, age, disability, marital status or pregnancy.
- Harassment is any unwelcome, unsolicited or unreciprocated behaviour that causes distress or suffering to another person. Includes sexual harassment but can take many other forms.
- Bullying is the repeated less favourable treatment of a person by another or others in the workplace, which may be considered unreasonable and inappropriate in the workplace.
- Vilification is the incitement of hate, contempt or ridicule due to the factors covered under discrimination.
- Discrimination, harassment, bullying and vilification can be intentional or unintentional – it is the effect of the behaviour that is important. These types of events need to be dealt with and should not be ignored. You can inform the offender that the behaviour is unacceptable and/or seek assistance from a Supervisor or the Manager to have the behaviour stopped.
- All complaints will be treated confidentially and seriously. Disciplinary action will be taken against anyone found to have breached this policy.



LG Utilities Rehabilitation Policy

LG Utilities recognises that there are substantial benefits to be gained from rehabilitation principles and practices and is committed to implementing them at this workplace. We recognise that the Employees' Compensation and Rehabilitation Act 2003 and the Employees' Compensation and Rehabilitation Regulation 2003 provide the legislative support for workplace rehabilitation activities.

Experience has shown that workplace rehabilitation assists the healing process and helps restore the employee's normal function sooner. Workplace rehabilitation includes early provision of timely and adequate services, including suitable duties programs, and aims to:

- Maintain injured or ill employees at work or
- Ensure the employee's earliest possible return to work or
- Maximise the employee's independent functioning and
- Provide for durable employment.
-

LG Utilities is committed to:

- Providing a safe and healthy work environment, but in the event of an injury or an illness, making sure workplace rehabilitation is started as soon as possible in accordance with medical advice.
- Ensuring appropriate suitable duties are made available to injured or ill employees to facilitate their safe and early return to work. These duties must be consistent with the current medical certificate and will be time limited.
- Respecting the confidential nature of medical and rehabilitation information and ensuring there will be both verbal and written confidentiality.
- Ensuring all employees are aware that, in the event of injury or illness, they will be consulted to ensure a structured and safe return to work that will not disadvantage them.
- Complying with legislative obligations with respect to the standard for rehabilitation.
- Adopting a multidisciplinary approach to rehabilitation as required.
- Reviewing this policy and procedures at least every three years to ensure it continues to meet legislative requirements and the needs of all parties.



LG Utilities Environmental Policy

LG Utilities is committed to leading the industry in minimising the impact of its activities on the environment.

The key points of its strategy to achieve this are:

- Minimise waste by evaluating operations and ensuring they are as efficient as possible.
- Minimise toxic emissions through the selection and use of its fleet and the source of its power requirement.
- Actively promote recycling both internally and amongst its customers and suppliers.
- Source and promote a product range to minimise the environmental impact of both production and distribution.
- Meet or exceed all the environmental legislation that relates to the Company.
- Use an accredited program to offset the greenhouse gas emissions generated by our activities.



LG Utilities Industrial Relation Policy

Equality in Employment

LG Utilities is committed to developing a diverse workforce and to providing a work environment in which every employee is treated fairly and with respect and has the opportunity realise their potential, while contributing to the business' success. In real terms this means harnessing the unique skills, experience and perspectives that each individual brings, and recognising that these differences are important to our success as a company.

Employment with LG Utilities is offered and provided based on merit. All employees and applicants for employment are treated and evaluated according to their job-related skills, qualifications, abilities and aptitudes only. Employment decisions based on attributes other than a person's qualification to perform a job e.g. race, colour, gender, religion, personal associations, national origin, age, disability, political beliefs, HIV status, marital status, pregnancy, sexual orientation, or family responsibilities, are prohibited. Harassment, in any form, is unacceptable at LG Utilities.

Recruitment and Selection

LG Utilities recruitment and selection principles are designed to:

- Ensure that the best candidate is chosen for each job.
- Draw on diverse experience, perspectives and approaches which encourage innovation and is a source of competitive differentiation for LG Utilities.
- Ensure that the company is resourced with people who have the potential to develop and take on more complex and challenging roles.
- Comply with all applicable State and Federal Laws and Regulations and Industrial Relations Policy.

Remuneration and Rewards

LG Utilities remuneration and rewards practices aim to attract, motivate and retain talent of the highest calibre and support the Company's philosophy by creating distinguishable differences in remuneration, aligned to relative performance.

We believe that there is a clear link between rewarding employees and the creation of value for the Company stake holders.

When developing and reviewing remuneration and rewards policies and practices, we recognise the need to ensure that:

- Our total remuneration practices are aligned with the market conditions in the industry in which we operate.
- Our practices comply with all relevant laws and the Company's standards of business conduct.
- Distinguishable differences in remuneration are aligned to the relative performance of the business, assets and individuals.
- Our employees see the link between the results they produce and the level of reward they achieve.

Performance Management

LG Utilities is committed to effective performance management, through regular formal and informal feedback and review, and open communication.

Performance management involves:

- Recognising and acknowledging excellent performance to motivate employees and encourage further achievement.
- Identifying the cause of poor performance and taking appropriate corrective action.
- Eliminating inappropriate behaviours from the workplace.

Each employee should receive a formal performance appraisal from his/her manager at least annually. Incentive awards paid by the company are aligned to the relative performance of the business, assets and individuals.

Career and Employee Development

LG Utilities is committed to working with employees to develop career paths that will enable them to maximise their contribution to the Company, achieve job satisfaction, develop their marketability and reach their full potential.

We provide employees with on-the-job experience and training, and support their ongoing education. Career development is a shared responsibility between each employee and their supervisor. The employee is responsible for taking the initiative by suggesting ways to develop their skills and broaden their experience. Supervisors are responsible for providing employees with appropriate opportunities to enhance their skills and take on more challenging roles and greater responsibility.

Future Direction

LG Utilities will continue to maintain an Industrial Relations Policy that complies with all State and Federal Laws and Regulations under the frame work of zero discrimination while maintaining the health and wellbeing of all staff.



LG UTILITIES TRAINING POLICY

LG utilities ensure Employees receive opportunities to undertake training to improve their personal prospects for promotion and increase the organisation's capacity.

General

By providing training to its employees, the organisation increases its capacity to achieve long-term goals and to meet the ongoing needs of the community. Training can benefit both individual employees and the organisation by improving motivation, commitment and retention. Supervisors and Management are responsible for identifying the skills required by employees to meet the goals outlined in the organisation's Strategic Plan.

Identifying Employees Training Needs

Employees must complete a Staff Training Needs Self-Assessment before their performance review interview. The Staff Training Needs Self-Assessment will be discussed at the performance interview and the training required to improve the employee's skills will be identified. Program Supervisors may identify specific skills needed in their work areas. They will consider employees who would be most suited to training in these skill areas. Employees may also identify training which they feel will help them do their work. The Manager may approve the training if the cost is within the Organisation's training budget and will increase the skills available to the Organisation.

Applying for training

The Manager approves all training undertaken by Program Supervisors and employees. Program Supervisors and employees must complete a *Staff Training Application* form with details of the training and submit it to the Manager for approval.

Training costs

The costs of training and the time taken out of the workforce to complete training will be dependent on the employees' individual work contracts with the organisation. Some employees may be eligible to undertake training during working hours, with no loss of pay and the organisation meeting the costs of the training. Some employees may receive training outside normal working hours at the cost of the organisation or the employee. Some employees may have to meet the costs of any training that an employee undertakes.

Evaluating training

After undertaking training provided or paid for by the Organisation, a Program Supervisor or employee must complete a *Staff Training Evaluation* form and submit it to the Manager within five (5) working days. The evaluation will be used to assess the value of both internal and external training programs. It will also be used to discuss how learnings from the training can improve practices and be shared with other work colleagues.



LG UTILITIES SOCIAL MEDIA POLICY

The following principles apply to professional use of social media on behalf of LG Utilities as well as Personal use of social media when referencing LG Utilities.

Employees need to know and adhere to the LG Utilities company policies when using social media in reference to LG Utilities employees should be aware of the effect their actions may have on their images, as well as LG Utilities image. The information that employees post or publish may be public information for a long time.

Employees should be aware that LG Utilities may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to LG Utilities, its employees, or customers.

Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with management / or supervisor.

Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorised LG Utilities management personnel. If employees find or encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice from management / supervisor.

Employees should get appropriate permission before you refer to or post images of current or former employees, sub-contractors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property. Social media use shouldn't interfere with employee's responsibilities at LG Utilities.

LG Utilities computer systems are to be used for business purposes only. When using company computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, LG Utilities blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action or termination. It is highly recommended that employees keep LG Utilities related social media accounts separate from personal accounts, if practical.



LG Utilities Company Quality Assurance Policies

The Company's quality policy conforms to the management system standard ISO 9001-2000 and to all the national and international applicable standards.

The Company is committed to supplying products and services that fulfil the customer's stated requirements and expectations.

The Company's commitment to quality is made by ALL company employees and as such is an integral part of their responsibilities.

Competent and dedicated employees are the cornerstone for achieving and maintaining a quality oriented organization. Such workers will be recognised and rewarded accordingly.

The Company's management will act to ensure that its quality policy is understood, implemented, and maintained at all levels in the Company.

The Company will supply all the resources needed to implement an effective quality system.

It is the Company's policy to achieve continuous improvement of quality by setting measurable goals.

The Company's activities in all areas stress non-conformity prevention, with the emphasis of building quality into our products and services.

The Company's Quality System is an integral part of the management methodology of the organisation and is designed to enhance and perpetuate the reputation of the Company as a designer and manufacturer of reliable quality products and services.

Quality has no limits. As a Company we are committed to a continual process of ongoing improvement.

APPENDIX B – LG UTILITIES SITE SAFETY RULES

- Any person engaging in horseplay or fighting will be removed from the site.
- Abusive language / offensive behaviour directed at members of the public will not be tolerated, and may result in the offender(s) being excluded from the site.
- Harassment of, or discrimination towards any person will not be tolerated, and the offending person(s) will be excluded from this site.
- Working at Heights without fall protection is prohibited.
- Radios and music players (i.e. iPods) with earphones are not permitted to be used on most job sites.
- Walking while using a mobile phone is prohibited in all civil construction work sites.
- Use of mobile phones whilst operating mobile plant, vehicles and equipment is strictly prohibited.
- No pets allowed to be brought to work on any job site.
- No children under the age of 16 are permitted on any job site.
- All accidents, Incidents and near misses MUST be reported immediately.
- Other rules may be introduced as a result of recommendations.
- As a condition of being employed by LG Utilities, you agree to comply with all site safety rules, both current and other rules, as introduced and changed from time to time.
- Photographs are not permitted to be taken on site.

Any person who does not comply with LG Utilities WH&S Management Plan will be required to stop work immediately

APPENDIX C – LG UTILITIES AFTER HOURS & EMERGENCY CONTACTS

After Hours Contact Numbers:

POSITION	NAME	CONTACT No:
- Managing Director	- Innocenza Pilon	-- 0416 220 414
-	-	--
-	-	--
-	-	--
-	-	--
-	-	--
-	-	--
-	-	--
-	-	--
-	-	--
-	-	--

Emergency Contacts:

CONTACT	LOCATION	CONTACT No(s):
- Police	-	--
- Ambulance	-	--
- Fire	-	--
-	-	--
- DERM (general enquiries)	-	--
- Hospital	-	--
- Medical Centre / Clinic	-	--