

Health, Safety & Environment Manual



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1. Introduction

1.1 Health Safety and Environment Plan

This Health Safety and Environment (HS&E) Plan has been developed to document the safety management structure to be implemented and maintained by Chell Engineering and its sub-contractors during the undertaking of all projects. For the purpose of this document, Chell Engineering shall be referred to as the Company.

It defines:

- Company Health Safety and Environment (HS&E) policies and objectives.
- HS&E responsibilities for active involvement of management, supervisors and employees.
- The framework for the administration of HS&E activities.
- Processes for recording/reporting of HS&E performance.
- Inspection and review protocols for identification, elimination or control of potential risk.
- Compliance interfaces with Company safety requirements.
- HS&E responsibilities for Sub-Contractors and their employees.

The HS&E plan is specific to the project and is supplemented by the Company's Safety Management System. It is intended as a working reference, providing line management and employees with a documented resource necessary for them to achieve their objectives and those of the Company and its Clients.

1.2 Company Safety Management System

The Company has a comprehensive Safety Management System (SMS), comprising of Company operating standards, safe work practices and supporting documentation, which form the basis and minimum criteria by which to operate. It is not intended for this HS&E Plan to encompass all of the safety requirements; however, the formulation of this document does draw upon corporate guidance to ensure that compatibility and minimum standards exist. The Safety Management System complies with the Work Safe WA Certification requirements.

1.3 HS&E Policy

The Company policy for Health & Safety and the Environmental policy, stand to encompass the philosophy of management in its commitment to achieving a safe work environment.

The Site Representative shall ensure that the Policy objectives are outlined at the time of induction for all employees and contract personnel, displayed at all safety notice boards and Site Office Reception areas.

1.4 Company and Statutory Requirements

Company requirements and statutory regulations apply to this HS&E Manual. Irrespective of the application of source of a particular policy, standard, code of practice, of regulation the higher standard shall apply.

1.5 Project EH&S Targets

The Management Team shall through a “hands on” approach, demonstrate commitment to and accept the defined project safety performance goals as their own targets and objectives, they shall as part of their day to day activities put safety first in all matters and strive to achieve an incident free work place for our employees, sub-contractors and Clients the objectives being:

AREA	NFI	MEASURE
EH&S	LWDIFR	
	TRIFR	
	No of Audits/Hours Worked	
	Recognitions	Company Milestones
	Housekeeping % Compliance	
	No. Of Inspections	
	Injury Free Evens	

2. Management Commitment & Accountability

2.1 Senior Management Involvement

Senior Management Representatives shall demonstrate a commitment to the support of the Management Team through the following involvement.

Description	Activity	Responsibility	Frequency
Project safety alignment meeting	Participate in a session that outlines the project EH&S objectives	<ul style="list-style-type: none"> - Site Representative - Safety Representative - QA/QC Representative 	Project kick off
SMS Audits	Participate as a member in the audit team	<ul style="list-style-type: none"> - QA/QC Representative - Site Representative - Safety Representative 	As required
HS&E Plan Audit	Participate as a member of the Project internal audit team	<ul style="list-style-type: none"> - Site Representative - Safety Representative - Superintendent 	As required
Formal Hazard Inspections	Conduct formal hazard inspections with a member of the Project Team	<ul style="list-style-type: none"> - Superintendent - Area Supervisor - Safety Representative 	As required
	Conduct assessments of the workplace	<ul style="list-style-type: none"> - Site Representative - Area Supervisor - Superintendent 	As required
Contractors Safety Committee	Attend the Contractor's Safety Committee	<ul style="list-style-type: none"> - Site Representative - Superintendent - Area Supervisor 	As required
Safety Improvement Team	Attend the S.I.T. Meeting	<ul style="list-style-type: none"> - Site Representative - Area Supervisor - Safety Representative - Superintendent 	
Safety Toolbox Meetings	Attend TBM sessions	<ul style="list-style-type: none"> - Site Representative - Area Supervisor - Safety Representative - Superintendent 	As determined
Pre-Start Meetings	Attend pre-start meetings	<ul style="list-style-type: none"> - Area Supervisor - Superintendent - Site Representative - Safety Representative 	Each day

2.2 Responsibilities

Specific activities and responsibilities for the implementation of this plan and project specific tasks identified to perpetuate continuous improvement through personal example and commitment have been defined as follows.

2.2.1 Site Representative

The Site Representative has the functional responsibility for Line Management performance in the implementation of the HS&E Management Plan and as such, assumes responsibility for the conformance of Line Management representatives working under his direct control. Consistent with the responsibilities and authorities assigned, the Site Representative shall provide and be accountable for maintaining a safe place of work and, as such shall undertake to:

- Set a personal example.
- Ensure all staff are actively involved in the administration of the project strategies for eliminating hazards.
- Be aware of the requirements of DME, WorkSafe WA and other regulatory organisations and ensure that they are observed.
- Insist that safe working practices are always observed.
- Ensure co-ordination of safety activities between the company and subcontractors who may be engaged under the company's direct control.
- Provide and maintain processes to reduce or eliminate the impact of maintenance and construction activities on the environment.
- Maintaining a budget for adequately resourcing the SH&E activities of the project.
- Counsel any member of staff failing to satisfactorily discharge the responsibilities allocated to them.
- Report on the Project's Safety and Environmental Management Performance to senior management.
- Ensure that there is adequate time to perform tasks safely.
- Organise training to ensure that personnel have adequate skills and knowledge to perform tasks safely and reduce the risks to employees and the Company.
- Ensure that plant and equipment mobilised to site is fit for purpose.
- Ensure that the Company rehabilitation program is implemented and controlled to maximise the benefit to the employee, Company and its Client.

- Identify training requirements and responsibilities to assist supervisors to adequately conduct, complete and investigate OHS&E issues.

Site Representative - Activities	Frequency
Review the revisions of the HS&E Plan	As required
Conduct Pre-start Safety Alignment Meetings with subcontractors	Pre-Mobilisation
Review Injury and Incident Reports	As required
Participate in the investigation of serious incidents	On occurrence
Participate in scheduled audits of the HS&E Plan	As per Audit Schedule
Participate in the Workplace Hazard Inspection Processes	As per Schedule
Participate in Safety Improvement Team Meetings	Monthly
Attend pre-start meetings	Daily
Participate and support the Site Safety Program	Monthly
Attend Safety Toolbox Meetings	Weekly
Review training requirements and responsibilities	As nominated
Ensure that mobile equipment is fit for purpose before being mobilised to site	As required

2.2.2 Site Engineers

The site-based engineer reports directly to the Site Representative and is responsible and accountable for the day to day planning of activities that are undertaken by the supervisor and their teams.

They shall as part of their duties to the site team, ensure that when activities are issued they have highlighted hazards that are associated with the activities.

- Note and record hazards that are part of the job pack before issue.
- Identify alternative ways of performing the tasks.
- Review job scope methods.
- Co-ordinate with subcontractors to ensure safety compliance.

Engineer - Activities	Frequency
Attend Kick-off Meetings	As required
Review work methods	Weekly
Participate in hazard identification	As required
Communicate work scope changes	As required
Participate in the Safety Program	Weekly
Review mobile equipment requirements	As required
Review and approve crane lift studies	As required

2.2.3 Superintendent

The Superintendent reports directly to the Site Representative and is responsible for the day to day planning and resourcing of the Line Management Team to ensure the works are executed in a safe and productive manor.

Consistent with the responsibilities assigned, the Superintendent shall be accountable for maintaining a safe place of work and, as such shall undertake to:

- Ensure that all employees receive an appropriate induction at commencement of duties, and appropriate reiteration of company requirements where deviations become evident.
- Ensure that appropriate plant, tools and PPE is supplied/maintained at the workplace.
- Institute proper reporting and investigation of incidents resulting in injury, damage and loss, promoting action to preclude recurrences.

Superintendent - Activities	Frequency
Identify and act on hazards and exposures to employees	As identified
Attend Safety Toolbox Meetings	Weekly
Participate in audits of the HS&E Plan	As per audit schedule
Attend Pre-start meetings	Weekly
Participate in Area Hazard Inspections	As per schedule
Participate in JSEA's prior to task commencement	As required
Participate in the investigation of incidents	As required
Participate in and support the Site Safety Process	Monthly
Participate in Site Safety Committee Meetings	As per schedule
Monitor competency and training requirements	Monthly
Communicate with employees	Daily
Ensure plant and equipment is fit for use	As required

2.2.4 Safety Advisor

The appointed Safety Advisor shall liaise directly with the Site Representative.

The primary responsibilities of the Safety Advisor include:

- Co-ordinate and advise Line Management on the implementation of the project HS&E Management Plan.
- Ensure lower tier contractors and visitors to the site are made aware of and comply with the site operating requirements.
- Co-ordinate the implementation and acceptance of both the Company and Client policies for the management of employee's health and safety.
- Carry out regular inspections of the work areas with the respective Supervisor and verify the effective implementation of the HS&E system through planned audits.
- Co-ordinate regular training talks, safety inductions and assist Supervisors to develop area specific and generic Toolbox Meeting topics.
- Provide advice to Line Management on the development of JSEA's and operating standards.
- Advise supervisory staff and employees in the implementation of strategies to identify and control potential hazards.
- Provide assistance to Supervisors with accident/incident investigation and initiate analysis to discover accident trends.
- Prepare significant accident/incident reports and co-ordinate investigation.
- Liaise with Client safety personnel.
- Co-ordinate rehabilitation activities with the Site Representative.
- Provide up to date information in regards to Acts, Regulations and Standards.
- Compile and maintain all MSDS registers.
- Compile and maintain safety reports, trends and statistical analysis of but not limited to, LTI's, LTIFR, TRIFR, medical visits, damage to plant and/or equipment, near misses and environmental issues.

Site Safety Advisor - Activities	Frequency
Attend Safety Toolbox Meeting	Weekly
Attend Pre-Start Meetings	Daily
Provide reports for Site Management advising of trends and provide recommended action plans	As required
Conduct informal safety inspections	Daily
Co-ordinate internal audits of the HS&E Plan	Weekly
Induct new employees to the site	As required
Participate in the Site Safety Program (Stop)	Weekly
Provide representation and scheduled safety meetings	As scheduled
Identify areas of concern	Ongoing
Prepare trend analysis in the form of charts and/or graphs	Ongoing

2.2.5 Supervisors

Supervisors shall ensure that work is executed in a safe manner and as such shall:

- Set a personal example.
- Familiarise themselves with the site HS&E Plan, Company and statutory requirements applicable to the scope of work.
- Insist that safe work practices are observed and ensure that Job Safety & Environmental Analysis (JSEA's) are carried out for identified hazardous tasks.
- Conduct the area specific induction for employees and subcontract labour under their direct control.
- Ensure that personnel under their control hold safe working as a central aspect of all duties and work practices. Commend personnel who, by their own action or initiative, eliminate hazards.
- Discourage employees from taking risks. Counsel and appropriately educate those who fail to consider the wellbeing of themselves and that of others around them.
- Give all employees precise instruction on their responsibilities for correct working methods.

- Plan the work and organise the work area so that work is executed without risk of personal; injury or adverse effects on equipment and the environment.
- Ensure that emergency facilities are made known to all employees through job start meetings.
- Make sure that suitable personal protective clothing and equipment is worn, and that personnel are instructed on its correct use.
- Facilitate JSEA's, daily pre-start and weekly Toolbox Meetings, ensuring timely follow up of corrective actions or necessary improvements.
- Carry out daily informal site safety inspections and initiate actions to ensure rectification on a timely basis.
- Promote the reporting of all accidents, incidents and non-injury incidents by employees. Compile incident investigation reports detailing actions to preclude a re-occurrence.

Supervisor - Activities	Frequency
Co-ordinate JSEA activities for their area of responsibility	As required
Investigate and compile accident/incident reports for their areas or responsibility	As required
Conduct pre-start meetings	Daily
Participate and support the Site Safety Process	Weekly
Conduct Safety Toolbox Meetings	Weekly
Conduct formal/informal workplace hazard inspections	Weekly/Daily

2.2.6 Elected Health & Safety Representative

Health and Safety Representatives shall:

- Be familiar with the relevant statutory requirements applicable to the position and shall complete training as defined in legislation.
- Work through the respective supervisor to overcome day-to-day problems that may occur.
- Where requested attend scheduled meetings to discuss the safety program with the Company's Line Management.
- Carry out their normal duties for which they were originally employed.
- Promote the Site HS&E Issue Resolution Process.
- Conduct a formal inspection of the workplace within each 30-day period or in accordance with prior arrangement with the Company's Site Representative.

2.2.7 Safety Improvement Team

The Safety Improvement Team (S.I.T.) is charged with the responsibility of monitoring performance and making recommendation for the continuous improvement of the strategies defined in this HS&E Plan and as such shall undertake to:

- Propose improvement to the HS&E Plan
- Plan audit and inspection activities
- Monitor the timely close out of action items.
- Monitor trends and statistics, recommending outcomes to be communicated through safety toolbox and pre-start meetings.
- Help identify training requirements.

2.2.8 First Aid Attendants

Trained First Aiders are responsible for:

- Providing first aid assistance when required.
- Accurately recording all injury treatments in the first aid register.
- Referring serious occurrences to the nearest Medical Centre.
- Liaise with external and Company medical support where appropriate.
- Assisting in the monitoring and identification of rehabilitation initiatives.

2.2.9 Employee

Employees shall, at all times, undertake their respective tasks in a safe manner, and as such shall:

- Participate in hazard identification/elimination activities.
- Regard safety as a central theme in their actions.
- Ensure that the correct tools and equipment are used for all tasks.
- Use the safety equipment and protective clothing supplied as appropriate.
- Maintain tools and equipment in good condition.
- Report to their Supervisor any defects in plant or equipment.
- Avoid any improvising which entails risk.
- Warn other employees of known hazards.
- Actively participate in the Company Safety Program.
- Report to their Supervisor, all accidents, incidents and near misses at time of occurrence.
- At all times, comply with the relevant guidelines formulated and disseminated through induction, toolbox meetings and daily site instruction procedures.

2.2.10 Sub-Contractor

The responsibilities for sub-contractors and their employees are as those for Company personnel, and at all times whilst on site or performing work for Company shall be accountable to the Project/Site/Facility Representative and shall comply with all relevant site and statutory regulations applicable to the scope of work.

2.3 Pre-Award Controls

Prior to the award of any sub-contract, a safety evaluation shall be completed to identify sub-contractors who can demonstrate safety management systems and safety attitudes commensurate with Company and Client objectives. The submitted information shall be verified by the Company and reviewed by the nominated Representative for the scope of work prior to any award being made. Depending on the complexity of the work package for the sub-contractor, the requirements for the supply of a Safety Management Plan from the sub-contractor shall be detailed within their specification for the work package. Equipment hire or labour hire only shall not require a safety management plan.

2.4 Communications

All sub-contractors at all levels shall be required to attend a project kick off meeting with Company Management representatives to discuss the specific elements of the Safety Management Plan. Site specific procedures and Job Safety & Environmental Analysis for the scope of work and the necessary reporting requirements which shall include details of safety data (incident reports, LTI's, MTI's, near miss, FAI's) shall be the first issues discussed at the meeting.

2.5 Working On Site

Sub-contractors shall comply with all relevant elements of the Safety Management Plan while they perform work under the control and direction of Site Representative. Sub-contract personnel shall adopt the same responsibilities as outlined for Company personnel but will, in addition report all matters relevant to health, safety and the environment.

2.6 Safety Inductions

Sub-contractors are required to attend all relevant inductions as part of the site entry requirements and in addition to this sub-contractors shall ensure that their direct work force understand the requirements of the scope of work and specific area requirements.

Sub-Contractor - Activities	Frequency
Participate in safety performance reviews with Line Management	Weekly
Develop work method statements/JSEA's for their scope of work	As required
Provide when requested representation to all site meetings	As required
Consult with Line Management to co-ordinate work place activities	As required
Conduct formal and informal work place hazard inspections	Weekly/Daily
Participate in the Unsafe Acts Prevention Program	Daily
Conduct Toolbox/Pre-Start Meetings	Weekly/Daily
Immediately report/investigate all incidents and report back findings and close out actions	As required
Provide safety related data to Site Management	Monthly

3. Safety Communication and Promotion

Figure 2 outlines the methods and schedule for specific HS&E communication processes identified for employees of the Company during the course of the Project.

3.1 Safety Promotion

Safety talks, bulletins, posters and signs will be utilised to ensure employees are kept informed of current activities and trends. Safety alerts issued by the Client or Sub-contractors shall be posted in all prominent places as discussed at the next scheduled meeting or training awareness session.

3.2 Employee Induction

The induction details of the Company Employee Induction requirements have been detailed in SP-01 Employee Induction Process (for site) and MS-016 (for workshop). All employees participate in the induction process when employed by the Company, any employee that has not been employed by the company and returns to its employment after 3 months will be re-inducted. Visitors to Company facilities will be briefed on any specific hazards for that facility and be escorted by a representative of the Company at all times.

3.3 HS&E Meetings

Regular structured safety meetings will provide a base for communicating potential issues, safety hazards, safety initiatives and programs between the Company, employees and sub-contractors. Details on the scope of communication processes have been provided in SP-02 Employee Communication.

4. Training

Training shall be provided by a combination of formal and informal processes, on a continued basis throughout the course of works. Training shall be carried out utilising any combination of Company Line Management Representatives, supervisory staff, independent trainers and Company personnel or Sub-Contractors. Training requirements will be discussed at the Safety Improvement Team Meetings and at the Management Meetings to prioritise training needs.

The contents of the Safety Plan shall be discussed and reviewed before and during the planned activities undertaken by the Company and its sub-contractors, personnel shall become familiar with the plan by a series of information sessions in conjunction with the Safety Advisor and Senior Management.

4.1 Training Plan

The Company shall maintain records of planned training modules and register all training undertaken by each employee and sub-contractor's employees. Records of training shall detail individual training programs, aims, objectives, content and participants.

4.2 General Training

The S.I.T. shall be responsible for identifying general training needs on a periodic basis and entering the details and method of delivery (i.e. designated training module or safety toolbox meeting topic) into the training plan. Specific training needs shall cover areas as defined in the training execution plan training matrix and include as a minimum the following as basic training requirements.

- Site Safety Program
- Inductions
- Front Line Management Training Modules
- Specific Certificates of Competency

5. Incident Management

5.1 Emergency Response

The Company shall maintain an Emergency Response Plan, based on client requirements designating the responsibilities and action of personnel in the event of an emergency. The Company Safety Advisor and Site Representative shall be responsible for detailing the contingency to be initiated for all areas of perceived risk. The Client's Emergency Muster Areas shall be displayed in all crib rooms and offices and other areas as identified by the Safety Improvement Team. All employees shall be familiar with emergency response procedures through inductions, toolbox meetings and specific area inductions.

5.2 Fire Prevention

Suitable fire extinguishers and fire prevention equipment shall be mobilised to the workface where there is the potential for fire. The Company will provide instruction on the use and identification of fire extinguishers at time of induction and subsequently reiterate specific requirements through designated TBM communication processes.

5.3 First Aid

The Company will maintain first aid kits at designated locations, equipped to a level commensurate with the level of risk, supplementary facilities or eye wash stations shall be located as necessary and as determined by the Company Safety Adviser. All first aid kits are provided for emergency use only.

All Company site vehicles shall hold an emergency motor vehicle first aid kit which shall be inspected and maintained by the nominated vehicle recipient as part of the vehicle inspection process.

All injuries treated from an emergency kit shall be entered into the first aid register and reported/referred to the Company supervisor. Injuries requiring specialised attention, following attendance by first aid personnel, shall be referred through to the Company nominated medical practitioner.

5.4 Injury Management

An effective system of rehabilitation shall be promoted and supported within the Company. The Company Safety Adviser shall be nominated as the Rehabilitation Co-ordinator for the site. All injured persons shall be encouraged to participate in suitable rehabilitation program. The Company Policy for rehabilitation shall be discussed at time of induction, and posted on safety notice boards.

5.5 Incident Reporting and Recording

All Company personnel and sub-contractor employees are required to report all accidents, incidents and dangerous occurrences involving personal injury, or plant and equipment damage to their Supervisor directly following the occurrence.

It is the responsibility of the Supervisor and employees to fully investigate the occurrence as per the requirements of SP-05 and the corporate statistical reporting requirements.

6. Hazard Management

6.1 Hazard Identification

All maintenance/construction activities and individual work packages shall be fully evaluated to identify potential hazards inherent to the proposed method of work or as a result of the work environment. The following section details the methods identified to suitably control and document the processes for hazard identification and control to be adopted and maintained by the site management team.

6.2 Hazard Management Register

Line Management shall formally review the scope of each individual work package to identify and document any standard or inherent safety hazards. The hazard identification process will be in accordance with SP-22 Risk Management.

6.3 Company Operating Standards

The safety management systems document and associated Company operating standards shall be located and maintained on the site. Company operating standards provide a guide to the minimum acceptable requirements to be adopted in the absence of client or regulatory controls.

6.4 Project Safety Procedure

Project Safety Procedure (SP) shall be generated by the Safety Advisor in conjunction with site representation to ensure an identified health or safety issue is suitably controlled and managed. The SP shall be written in short simple statements where a potential hazard or control process cannot be suitably defined utilising the JSEA process. The SP Register inclusive of procedures shall be part of the site HSE system and provide a guide to safe work requirements in the job packs.

6.5 Legislative Requirement

The Safety Advisor shall ensure current copies of mandatory acts, regulations and codes of practice etc. applicable to the scope of work are provided on the site or if need arises available to the site within a reasonable period of time.

6.6 Job Safety and Environmental Analysis

The Job Safety and Environmental Analysis (JSEA) process shall be used as one of the primary hazard identification and control processes during the course of works by the Company and its Sub0-Contractors. Where practical the JSEA shall be utilised as the work procedure in lieu of a detailed written procedure or where identified by the Site Representative support an established SP. For further details refer to SP-06. The JSEA process should be used where existing procedures, method statements do not cover the scope of work or identify the hazards that exist.

6.7 Hazard Reporting and Rectification

All employees will be encouraged to eliminate hazards on a 'see and fix' basis, providing it is within their ability to do so.

Any hazard, which is outside their ability to control or cannot be rectified immediately, shall be made safe with barricades, information tags and warning signs etc. and verbally reported to the Supervisor. The Supervisor will immediately initiate the appropriate action to correct the hazard or notify the appropriate Company or Client Representative should it be beyond their control, the employee should also advise all personnel in the vicinity of the hazard. The Supervisor shall complete the Incident Report (form SF-13), register and copy to the designated Safety Co-ordinator for statistical analysis. All Incident Reports shall be copied to Head Office.

After the hazard has been identified and closed out the responsible Supervisor shall report back to the employees at the next scheduled meeting of the outcomes of the incident.

6.8 Notices and Signs

Relevant safety notices and signs shall be prominently displayed in such a manner as to ensure personnel in the vicinity are made obviously aware of the potential hazard. Posters shall be utilised within amenities as a general reminder and changed on a regular basis to reduce familiarity.

6.9 Barricading

All potentially hazardous areas or processes shall be adequately highlighted by the appropriate warning sign and where deemed necessary, be bunted off with fixed rail barricading. Fixed temporary guardrails shall be erected at entry points to areas requiring the removal of permanent guard railing or other means of fall protection.

6.10 Safety Dispute Resolution

Where an employee encounters what they believe to be a safety hazard or allocated work to perform that they consider constitutes an unsafe situation, they shall immediately advise their Supervisor. The work process in question shall not be carried out until such time as the matter has been finally determined, safe by all parties. For further details refer to SP-07.

6.11 Workplace Safety Inspections

Formal hazard inspections of the workplace shall be conducted on a weekly basis to cover both safety and environmental matters. The inspections will be carried out using a standard workplace safety inspection checklist applicable to the scope of work.

Immediately following the inspection, results will be discussed with relevant Supervisors who will initiate corrective actions. A copy of the Inspection Report Form shall be retained and filed following review of corrective actions by the Site Representative.

All Management representatives are to identify the nominated frequency and responsibility for inspection activities for the workplace, plant, equipment and amenities shall use the Safety Inspection Schedule, provided at Figure 3.

6.12 Informal Inspections

All employees shall conduct informal inspections of their area of control on a daily basis, initiating corrective actions where appropriate.

6.13 OHS Representative Inspection

Elected OHS Representatives shall be invited to conduct a workplace inspection within each thirty (30) day period or as agreed between the Site Representative and HS&E Representative.

6.14 Safety Assessments

All personnel engaged on behalf of the Company have a responsibility to ensure that safe working practices and workplace safety standards are maintained. Employees will be required through mandatory participation in the Company's Safety Program to enhance the application of their trade skills by both applying the Safety Principles to their own method of work and taking part in the task assessment of other work groups. Safety activities will be co-ordinated on a monthly basis, or as determined, with a target of 1 safety observation assessments per day or as determined. All assessments shall be forwarded to the respective Supervisor who shall be responsible for initiating any immediate controls and forwarding the assessment to the Safety Advisor who shall be responsible for generating and presenting a trend report at the end of each monthly period to the S.I.T.

6.15 Workplace Monitoring

The assessment of potential hazards associated with maintenance/construction activities shall be inclusive of noise, fumes, explosive mixtures, oxygen deficiency (in enclosed spaces) etc. Workplace monitoring may be considered to determine the extent or impact of a potential exposure. Depending on the complexity, monitoring may either be done by the Company/AI or an independent competent person.

7. Plant and Equipment

All plant and equipment introduced to the site by the Company or any lower tier contractor organisation shall as a minimum conform to the manufacturer's specification. In addition to these requirements all regulatory authority standards for machinery guarding and warning devices shall be adhered to prior to the operation of the plant/equipment on the site. All inspection and maintenance activities inclusive of breakdowns shall be recorded using the logbook provided for the relevant item of plant.

All items of plant shall be provided with a logbook that contains:

- Current copy of registration or certificate where applicable,
- Operation manual,
- Daily pre-start inspection checklists,
- Maintenance records for prior history and provision for future entries, and
- Mobilisation inspection checklist completed by an appropriately qualified or competent person.
- Client certification or approved pass.

7.1 Pre-Start Inspection

Supervisors and operators shall ensure items of plant designated to their work face are inspected prior to operation each morning. The operator shall enter details of the inspection into the logbook or daily checklist or completed by a competent person delegated to complete the inspection.

7.2 Plant Inspection Register

The Project shall maintain an Identified Plant Register to systematically record each item of plant introduced to the work face, which will determine inspection levels, registration details and logbook requirements.

7.3 Craneage, Rigging and Lifting

All crane and rigging work will be carried out by qualified competent personnel in accordance with statutory requirements, Company operating standards and Client approved methods. Safe work practices for cranes and rigging work has been defined in SP-08.

7.4 Scaffolding/Work Platforms

All scaffolding erection, alteration and dismantling shall be done by a person holding the appropriate certificate of competency or under their direct supervision.

The method of controlling the use of scaffolding on the site shall be the Scaff-Tag System, implemented under the control of a senior scaffolder. All scaffolds shall be inspected on a fortnightly basis with details entered onto the Scaff-Tag card.

Installation and removal of grid mesh shall be in accordance with the SP-09 Grid Mesh Installation and Removal.

7.5 Project Amenities

All amenities such as site offices, crib facilities store containers and ablutions shall conform and be maintained to acceptable industry standards and comply with the requirements of the Mine Safety and Inspection Regulations and WorkSafe WA. All amenities shall be inspected in accordance with the Safety Inspection Program. Disposal of waste products shall be in accordance with recognised environmental controls.

7.6 Certificates of Competency

Where required personnel shall have certificates of competency to perform designated tasks, a record of the certificates will be taken at time of employment or induction prior to employees being able to perform those tasks.

8. Project Performance Monitoring

8.1 Safety Audits

Internal Project Safety Audits will be undertaken in accordance with the Audit Schedule provided at Figure 4.

Partial audits will be undertaken on a monthly basis and will review sections of the HS&E Plan and the specific Project Safety Procedures where associated with that particular element to provide verification of the implementation, effectiveness and possible recommendation for further improvement.

The Safety Improvement Team will oversee the implementation of the auditing program, schedule audit dates, confirm names of the audit team participants and establish final report and action plans. Recommendations and actions that result from each audit will be monitored by the Site Representative to ensure satisfactory implementation.

8.2 HS&E Systems Audit

Additional Safety Management Systems Audits shall be conducted at scheduled intervals throughout the course of the Project by a senior management representative with the assistance of the Safety Representative to ensure sustained compliance with the Safety Management Systems document.

8.3 External Audits

Company representatives will engage a third party (if deemed necessary) to perform external audits on its safety system to provide an overall review of the safety system. These audits will allow compliance to ensure that they are improving on a continuous basis.

8.4 Safety Statistics

Safety statistics shall be gathered on a monthly basis and reported to the Safety Representative by the Site Representative. Sub-Contractors shall provide details regarding their monthly statistics for collection. Guidance and the reporting format can be obtained from the Standard Operating Procedure for Reporting of Safety Related Data.

9. Exposure and Control Practices

9.1 Traffic Management

All persons operating a Company vehicle on the site or on public roads shall be appropriately licensed. Certificates of competency or copies of licenses shall be entered into the site trade qualification register.

Personnel assigned the responsibility for a Company vehicle shall comply with inspection maintenance requirements, all light vehicles shall as a minimum be inspected in accordance with the light vehicle inspection criteria every seven (7) days.

Traffic in and around the work face shall be kept to a minimum and restricted to those vehicles involved in construction activities. Specific requirements associated with Traffic Management have been detailed in SP-10.

9.2 Working at Heights

Supervisors are responsible for ensuring the hierarchy of control for the prevention of falls has been considered prior to allocating tasks requiring the use of fall restraint equipment (for further details refer to SP-11).

9.3 Housekeeping

Housekeeping shall be considered an extension of every activity on the site. The site shall maintain a high standard of housekeeping at all times. Supervisors shall be responsible for ensuring an informal inspection is conducted on a daily basis as per the requirement of Section 6.13. The areas within their control are to be maintained in a tidy, safe condition, materials and equipment not in use are neatly stacked away from the work areas and clear of access ways. Housekeeping inspections shall be recorded using the weekly inspection forms and safety program.

9.4 Chemical Hazards

Material Safety Data Sheets (MSDS) shall be obtained and consulted for all chemicals, inclusive of fuels, oils and greases used at the workplace. All materials purchased shall be accompanied by a MSDS and prior to being brought onto site cleared through the Hygiene department of the Client. MSDS are available as required.

9.5 Personnel Protective Equipment

The site induction shall be used as a forum to advise on the general personal protective equipment that shall be required for all personnel whilst they work on the site. Additional PPE requirements shall be identified through Job Safety Analysis activities, MSDS' and SP's Areas where personal protective equipment is required to be worn shall be prominently sign posted. Instruction on the correct use and maintenance of personal protective equipment shall form part of the nominated training and toolbox sessions and reiterated through the job start process.

9.5.1 Standard PPE Requirements

All personnel and visitors entering the designated construction area, under the control of the Company shall conform to the minimum requirements for personal protective clothing and equipment, being:

- Short sleeve shirt and trousers (natural fibre)
- Safety helmet
- Steel capped safety footwear
- Hearing protection (designated areas)
- Respiratory protection (designated areas)
- Safety glasses with side shields

The company shall take into consideration local environmental conditions such as dehydration and personal hygiene and shall provide consultation to employees on preventative measures such as sun protection, intake of fluids, at the time of induction and follow up at pre-start meetings as required.

9.6 Smoking Policy

Smoking is prohibited within all public enclosed indoor areas. This includes offices, meeting rooms, stores, crib sheds, vehicles, amenities and all other enclosed areas. All other areas designated non-smoking such as decanting or flammable liquid storage shall be prominently sign posted.

9.7 Drugs and Alcohol

The Company recognises that the misuse of alcohol and drugs can seriously impair a person's ability to work safely. Information regarding the Company policy on alcohol and drugs shall be discussed at time of induction. Acceptance of these shall be included in the declaration to be signed by the applicant. Chell Engineering has a zero tolerance towards Drug and Alcohol on all its Sites and workplaces.

9.8 Manual Handling

Manual handling activities shall be assessed for potential risk during the preparation of the task's JSEA. Recommended practices for the prevention of manual handling injuries shall be addressed at time of induction and reiterated during the JSEA review by the Area Supervisor and the allocated team. Where ever practical elimination and substitution methods will be adopted and taken into consideration by all personnel.

9.9 Electrical Equipment

All electrical distribution points and electrical power tools introduced to the work area shall be protected at all times by an approved earth leakage protection device (ELCB).

Portable and fixed electrical generated units shall be maintained and operated in accordance with the manufacturer's specifications.

Electrical extension leads, and cables shall be, where practical, kept off the floors or ground and be secured at a height by insulated hangers that does not interfere with or hinder the work area.

Electrical extension leads across pedestrian access ways/floors shall be adequately protected from damage and to reduce trip hazards.

All equipment shall be visually inspected by the operator prior to use and by a licensed electrician on a three-monthly basis with details of the inspection being recorded in the Electrical Inspection Register and on the appropriate colour coded tag for the period.

9.9.1 Power Operated Hand Tools

All power operated hand tools shall be visually inspected prior to use and on return to the tool store. The use of cutting disc shall be restricted to applications identified in the task JSEA and AI procedures.

9.10 Permit to Work

The Supervisor shall be responsible for the co-ordination of any permits to work and for ensuring the requirements have been discussed with individual work crews prior to the allocation of tasks. Employees shall ensure that they have fully understood the permit requirements prior to starting work and discussed any queries they have with their supervisor if they do not understand any part of the permit.

9.11 Isolation and Tagging

Prior to Company employees and its sub-contractors being permitted to work on systems that have a potential to become live, the Area Supervisors and their work crews shall ensure the requirements of the Client's tagging and isolation procedures are adhered to. They will ensure that they are familiar with the specific requirements of each area and work location before commencing work. Where new employees are engaged they will be required to demonstrate that they have a firm understanding of the tagging and isolation requirements.

9.11.1 Tagging

The Area Supervisor and employees and its sub-contractors shall visually verify the status of isolations prior to the allocation of tasks requiring personnel to work under the protection of danger tags, isolation locks, double tagging system or any other isolation requirements.

9.11.2 Hot Works

Prior to the undertaking of hot works and assessment shall be undertaken to determine hazards in the area, permit requirements, selection of first hand fire extinguishing units and requirements for fire watch personnel. All levels where hot work is to take place shall be cleared of any materials that can cause an ignition point.

9.12 Break in Authority

The Superintendent shall be responsible for ensuring the requirements of the Company Procedure for ground penetration beyond 150mm have been complied with in the form of application and submission of a penetration permit prior to the intended works. Each application shall be accompanied by:

- The proposed method of supervision
- The location of the excavation/penetration
- Reason for the works
- Proposed start date, time and duration
- A JSEA outlining the proposed method and hazard controls

9.13 Radiation

Prior to the use of radiation emitting devices being used on the site, the requirements of the Client's procedure shall be initiated. Any other radiation source shall be identified and dealt with in the JSEA process.

10. Sub-Contractor Management

10.1 Pre-Award Controls

Prior to the award of a sub-contract, a safety evaluation (SP-14) shall be completed to identify sub-contractors who can demonstrate safety management systems commensurate with the objectives of the Company.

The submitted information shall be verified by the Project Management Representative and reviewed by the Site Representative prior to any award being made. Sub-Contractors will be engaged on various levels, dependent on the scope of service provided to the Company and its Client.

11. Environment

11.1 Management Commitment

Management shall demonstrate commitment to the objectives of the Company Environmental Policy and comply with all other procedures as set down by the Client. They will allocate adequate resources to comply with environmental protection requirements and activities and will audit compliance by all sub-contractors and Company employees as part of the Project's verification processes (see Figure 5).

11.2 Competent Environmental Advice

The HS&E Advisor, together with any specialist support, will provide Project Management with timely and appropriate advice on environmental issues, liaising with representatives of the Client and legislative bodies as required.

The Company will conduct HS&E audits as scheduled by the Audit Schedule to assess compliance with this plan and report any non-conformance with the plan. Actions will be monitored by the Site Representative to ensure timely completion and sign off of action items.

11.3 Procedures

Specific procedures relating to hazardous substance control and waste disposal inclusive of processes for emergency response shall be generated in the form of SP's as a guide to Line Management personnel. The Company shall ensure that the procedures are available onsite, and information disseminated to all employees.

11.4 Training and Induction

Project and area specific inductions will include environmental issues relevant to the site. Follow up to the induction will occur onsite through structured toolbox topics or pre-start meeting presentations to ensure continued compliance and commitment.

11.5 Inspection Processes

The environmental management activities of both the Company and Sub-Contractors will be an integral component of weekly site inspections together, with a report on any areas of concern for action and follow up.

11.6 Hazard Assessment and Control

Environmental impact associated works will be subject to hazard assessment and control processes identified in Section 6. Standard Work Instructions and Job Safety and Environmental Analysis process, as described, will address environmental issues. Employees are required to notify environmental hazards that may be identified as they go about their work, to their direct Supervisor.

11.7 Hazardous Substances

The philosophy of good control of hazardous substances and minimisation of waste is to replace, reduce, recycle or reuse:

- To replace with a product with less potential for harm
- To reduce the quantities of potentially harmful substances carried
- To recycle products to reduce waste
- To reuse products to further reduce waste

The Company shall demonstrate this discipline with the goal of minimising the quantities of hazardous substances carried at the work face, and by ensuring appropriate storage and containment practices are observed at all times.

The recycling of products will be undertaken when possible and the Project team will follow the correct disposal procedure in consultation with the Company Representative and local government requirements.

Material Safety Data Sheets and a product record sheet are required onsite for each product, copies of which are available as required. Compliance requirements with storage use and disposal will be to the manufacturer's recommendation or a higher standard dictated by the Company or Client.

11.8 Environmental Incidents

While every care will be taken to ensure that there are no environmental incidents, any inadvertent event, likely to impact on the environment, will be investigated thoroughly to prevent a reoccurrence.

11.9 Emergency Response

11.9.1 Fire Protection

Line Management shall stringently adhere to the site's fire control procedures during construction.

The use of fire watch and cool down procedures will apply wherever necessary. Before ceasing work for the day, all hot work areas will be checked and subjected to cool down procedures.

11.9.2 Loss of Containment

Specific JSEA's will address control of any loss of containment of any products that could impact on the environment with processes for containment control and clean-up.

11.10 Protection of the Environment

During the induction and continued communication processes, all employees will be encouraged to place high values on protection of the environment, and this will be further reinforced with posters and displays on the sites.

11.10.1 Disposal of Chemical and Other Waste

Disposal of chemicals and other waste materials will be in accordance with Company requirements. The Site Representative will consult with the Client Representative for disposal instructions before loading the material, removing from site or disposal.

- Excavated waste material will be offloaded at stock piles or dump areas as nominated.
- Domestic waste such as foodstuffs will be collected in plastic bags and removed from site daily.
- Disposal of chemical waste will be approached individually dependent on the chemical itself and the requirements of the Material Safety Data Sheet. Empty containers will be similarly handled.
- Waste timbers including packing cases will be stored in areas designated until disposal.

Any waste disposal to offsite locations will occur only after approval from CHELL ENGINEERING, local authorities and statutory bodies. Liaison with offsite bodies will be the responsibility of the Site Representative.

The disposal of waste down permanent or natural drains and the burning of refuse and scraps of waste in the open air will not be permitted.

Figure 1 – OHS Policy

OCCUPATIONAL HEALTH AND SAFETY POLICY

Chell Engineering is committed to providing a safe and healthy work environment for all employees, contractors customers and visitors. This commitment extends to ensuring that our operations do not place the local community at risk of injury, illness or property damage.

People are our most important asset and their health and safety is our prime responsibility. We aim to provide a work environment without injuries or incidents and to that end our objectives are:

- To identify and reduce the risk of all types of work activities that may produce personal injury or illness, damage to property, fire or security breaches.
- To provide information, instruction, training and supervision to employees, contractors and customers to increase personal understanding of workplace hazards, including safe work practices and emergency preparedness.
- TO involve individuals in occupational health and safety matters and consult with them on ways to recognise, evaluate and control workplace hazards.
- To lead and encourage employee behaviour and initiatives that contribute to a safer and improved work environment at all levels in the Company.
- To provide systems and resources for health care, health promotion and rehabilitation.
- To set challenging targets and measure progress to ensure we continuously improve our health and safety performance.
- To allocate appropriate personal and financial resources to meet health and safety requirements.
- To consult with government bodies and other industry groups in the development of standards, control strategies and monitoring techniques and confirm with all legislative requirements.
- To strengthen our business by making safety and health issues an integral part of all business activities.

Larry Chellin
Managing Director
Chell Engineering

Figure 2 – Communication Workplace Schedule

Communication Process	Schedule	Participants	Facilitator
Pre-Start Meeting	Daily	Supervisor Work Crew	Supervisor
Safety Toolbox Meeting	Weekly	Supervisor Work Crew Staff	Supervisor
Safety Improvement Team	Monthly	Site Representative Safety Advisor Supervisor (Rotate) Safety Reps	Site Representative
Company/Sub-Contractors EH&S Committee	To be determined	Site Representative Safety Rep	Chell Engineering
Line Management Meeting	To be determined	Line Management	Site Representative
Client Inductions	Nominated Days	All new starters	Site Representative
Client	As nominated	All new starters	Client
CHELL ENGINEERING Induction	As required	All new starters	Safety Advisor or Superintendent
Area Induction	As required	All new starters	Supervisor or Engineer

Figure 4 – Internal Audit Schedule

HS&E Plan Internal Audit Schedule													
Project:													
Audit Elements	Section	Year											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Planned													
Revision Status													
Introduction	1												
Organisation	2												
Communication	3												
Training	4												
Incident Management	5												
Hazard Management	6												
Plant and Equipment	7												
Performance Monitoring	8												
Exposure and Control	9												
Sub-Contractor Management	10												
Environment	11												

Figure 5 – Environmental Policy

ENVIRONMENTAL POLICY

The protection of the environment is among the Company's top priorities. We support sustainable development and see it as integral to all aspects of our business management.

We are dedicated to minimising the impact of our operations on the environment, protecting human health and conserving resources. We will identify, review and manage the significant environmental aspects of our business and will integrate these activities with our health, safety and quality assurance programs to provide guidance to all personnel in the conduct of their daily business.

We will encourage environmental awareness among our stakeholders and will design products, processes and service activities to prevent pollution and to eliminate other adverse environmental impacts. We will apply the principles of cleaner production to all aspects of our operations and will continue our efforts to reduce consumption of raw materials and minimise production of waste.

The Company will continually improve environmental performance by taking into account technical developments, scientific understanding, consumer needs and community expectations, with legal regulations as a starting point. We will ensure that every operating unit develops and implements an environmental management plan that sets objectives and targets which are regularly reviewed against industry benchmarks and standards.

Where appropriate we will join with external organisations and with governments in initiatives to improve sustainability and/or reduce environmental impacts.

We will educate, train and motivate employees to conduct their activities in an environmentally responsive manner and promote the adoption of these principles by sub-contractors, encouraging and, where appropriate, requiring improvements in their practices.

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