

Risk Management Plan

Version 2

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DOCUMENT ACCEPTANCE and RELEASE NOTICE

This is first version of the WHS Risk Management Plan.

The Risk Management Plan is a managed document. For identification of amendments each page contains a release number and a page number. Changes will only be issued as complete replacement. Recipients should remove superseded versions from circulation. This document is authorised for release once all signatures have been obtained.

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DATE: 25/11/2022

(for acceptance) SPP PTY LTD T/A Ecoplant Australia & Seeddown Professional Planting WHS Risk Management Plan, Project Manager

ACCEPTED: Joshua Sansom & Paul Harms Managing Director's

DATE: 25/11/2022

(for release) (Project Sponsor, <name>)

on behalf of the SPP PTY LTD T/A Ecoplant Australia & Seeddown Professional Planting WHS Risk Management Plan Steering Committee

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Approved By: Joshua Sansom & Paul Harms

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The most recent amendment first.

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2. AMENDMENTS IN THIS RELEASE:

Section Title	Section Number	Amendment Summary
		This is the first release of this document.

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1 Executive Summary

The purpose of this document is to provide a management framework to ensure that levels of risk and uncertainty are properly managed for the remainder of the project. As risk management is an ongoing process over the life of a project, the Risk Register must be considered a 'snap shot' of relevant risks at one point in time.

2 Introduction

The purpose of risk management is to ensure levels of risk and uncertainty are identified and then properly managed in a structured way, so any potential threat to the delivery of outputs (level of resourcing, time, cost and quality) and the realisation of outcomes/benefits by the Business Owner(s) is appropriately managed to ensure the project is completed successfully.

The objectives of the risk management approach in the SPP PTY LTD T/A Ecoplant Australia & Seeddown Professional Planting WHS Risk Management Plan Project are to identify, assess and mitigate risks where possible and to continually monitor risks throughout the remainder of the project as other risks or threats emerge or a risk's impact or likelihood changes.

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As risk management is an ongoing process over the life of a project, this Risk Management Plan and Risk Register must be considered a 'snap shot' of relevant risks at one point in time.

Where required, the process of risk identification, assessment and the development of countermeasures will involve consultation with the Steering Committee members, the SPP PTY LTD T/A Ecoplant Australia & Seeddown Professional Planting WHS Risk Management Plan Reference Group, other relevant stakeholders and Project team members.

3 Risk Assessment

3.1 Identification

Risk identification involves determining which risks or threats are likely to affect the project. It involves the identification of risks or threats that may lead to project outputs being delayed or reduced, outlays being advanced or increased and/or output quality (fitness for purpose) being reduced or compromised.

For most large/complex projects, a number of high level risks should have been identified during the project initiation stage – these should be used as the basis for a more thorough analysis of the risks facing the project.

One of the most difficult things is ensuring that all major risks are identified. A useful way of identifying relevant risks is defining causal categories under which risks might be identified. For example, corporate risks, business risks, project risks and infrastructure risks. These can be broken down even further into categories such as environmental, economic, political, human, etc. Another way is to categorise in terms of risks external to the project and those that are internal.

See the [Project Management Risk Identification Tool](#) for some useful prompts in identifying project risks. The Australian Standard for Risk Management AS/NZS 4360: 2004 Appendix D refers to generic sources of risk.

The wording or articulation of each risk should follow a simple two-step approach:

1. Consider what might be a 'trigger' event or threat (eg. 'poor quality materials causes costs to rise') – several triggers may reveal the same inherent risk; then
2. Identify the risk - use a 'newspaper headline' style statement – short, sharp and snappy (eg. 'budget blow out') then describe the nature of the risk and the impact on the project if the risk is not mitigated or managed (eg. project delayed or abandoned, expenditure to date wasted, outcomes not realised, government embarrassed etc).

Use the Risk Register (see Appendix A) to document the results.

For large or complex projects it can be beneficial to use an outside facilitator to conduct a number of meetings or brainstorming sessions involving (as a minimum) the Project Manager, Project Team members, Steering Committee members and external key stakeholders. Preparation may include an environmental scan, seeking views of key stakeholders etc.

For a small project, the Project Manager may develop the Risk Register perhaps with input from the Project Sponsor/Senior Manager and colleagues, or a small group of key stakeholders.

It is very easy to identify a range of risks that are outside the project and are actually risks to the business area during output delivery, transition or once operational mode has been established. These are not project risks and should not be included in the Project Risk Register, but referred to the relevant Business Owner.

3.2 Analysis and Evaluation

Once risks have been identified they must be analysed by determining how they might affect the success of the project. Generally the impact of a risk will realise one or any combination of the following consequences:

- *Project outcomes (benefits) are delayed or reduced;*
- *Project output quality is reduced;*
- *Timeframes are extended;*
- *Costs are increased.*

*Once analysed, risks should be evaluated to determine the **likelihood** of a risk or threat being realised and the **seriousness**, or impact, should the risk occur.*

*'**Likelihood**' is a qualitative measure of probability to express the strength of our belief that the threat will emerge (generally ranked as Low (L), Medium (M) or High (H)).*

*'**Seriousness**' is a qualitative measure of negative impact to convey the overall loss of value from a project if the threat emerges, based on the extent of the damage (generally ranked as Low (L), Medium (M), High (H) or Extreme).*

From this risks will be graded as A, B, C, D or N according to the following matrix:

Likelihood	Seriousness
------------	-------------

		Low	Medium	High	EXTREME
Low		N	D	C	A
Medium		D	C	B	A
High		C	B	A	A

The ratings for likelihood and seriousness determine a current grading for each risk that in turn provides a measure of the project risk exposure at the time of the evaluation.

In this section specify:

- How the identified risks could potentially impact on the project in terms of the four categories of consequence (eg. x have potential to delay or reduce project outcomes/reduce output quality etc);
- Summarise the distribution of risks according to the grading (number of 'A' Grade risks, 'B' Grade risks etc)
- List any 'A' Grade risks.

4 Risk Mitigation

Mitigation of risks involves the identification of actions to reduce the likelihood that a threat will occur (preventative action) and/or reduce the impact of a threat that does occur (contingency action).

Grade	Possible Action
A	Mitigation actions, to reduce the likelihood and seriousness, to be identified and implemented as soon as the project commences as a priority.
B	Mitigation actions, to reduce the likelihood and seriousness, to be identified and appropriate actions implemented during project execution.
C	Mitigation actions, to reduce the likelihood and seriousness, to be identified and costed for possible action if funds permit.
D	To be noted; no action is needed unless grading increases over time.
N	To be noted; no action is needed unless grading increases over time.

5 Risk Monitoring

Risk Management is an iterative process that should be built into the management processes for any project. It must be closely linked with Issues Management, as untreated issues may become significant risks. If prevention strategies are being effective, some of the Grade A and B Risks should be able to be downgraded fairly soon into the project.

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6 Roles and Responsibilities

6.1 Steering Committee

Ultimate responsibility for ensuring appropriate risk management processes are applied rests with the Project Sponsor and Project Steering Committee, and they should be involved in the initial risk identification and analysis process. The Risk Management Plan and the Risk Register should provide the Project Sponsor and Project Steering Committee with clear statements of the project risks and the proposed risk management strategies to enable ongoing management and regular review.

The Steering Committee will review the Grade A and B project risks on a monthly basis via updated information provided in the Project Status Reports and provide advice and direction to the Project Manager. The Steering Committee will also be provided with an updated Risk Register for consideration, as required, when additional threats emerge or the likelihood or potential impact of a previously identified risk changes.

6.2 Project Manager

The Project Manager will be responsible for:

- Development and implementation of a Project Risk Management Plan;
- Organisation of regular risk management sessions so that risks can be reviewed and new risks identified;
- Assessment of identified risks and developing strategies to manage those risks for each phase of the project, as they are identified;
- Ensure that risks given an A grading are closely monitored; and
- Providing regular Status Reports to the Steering Committee noting any 'A' Grade risks and specifying any changes to the risks identified during each phase of the project and the strategies adopted to manage them.

6.3 Project Team

All members of the Project Team will be responsible for assisting the Project Manager in the risk management process. This includes the identification, analysis and evaluation of risks and continual monitoring throughout the project life cycle.

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SPP PTY LTD T/A Ecoplant Australia & Seeddown Professional Planting WORK HEALTH AND SAFETY RISK REGISTER

Category	Description of Hazard/Risk	Raw Risk Assessment			Legislation	Standards/Codes	Procedures/Requirements	Controls	Residual Risk Rating
		L	C	RS					
Chemicals	<ul style="list-style-type: none"> Chemical exposure - acute or chronic: inhalation absorption ingestion injection Fire or Fire and/or explosion through incorrect storage, handling, labeling or mixing of chemicals New chemicals with uncertain properties arising from research and subsequent health and environmental affects 	B	4	E21	<ul style="list-style-type: none"> WHS Act 2011 WHS Regulations 2011: Agricultural Chemicals Distribution Control Act 1966 Current as at 22 October 2015 Agricultural Chemicals Distribution Control Regulation 1998 Current as at 1 July 2015 Chemical Usage (Agricultural and Veterinary) Control Act 1988 Current as at 22 October 2015 	<p>STANDARDS:</p> <ul style="list-style-type: none"> AS 1692 Steel Tanks for Flammable and Combustible Liquids AS/NZS 1020 The Control of Undesirable Static Electricity AS 1940 The Storage and Handling of Flammable and Combustible Liquids <p>CODES OF PRACTICE:</p> <ul style="list-style-type: none"> The Australian Dangerous Goods Code Edition 7.4 Australian Code for the Transport of Dangerous Goods by Road & Rail Transport Operations (Road Use Management— Dangerous Goods) Regulation 2008 Managing risks of hazardous substances in the workplace Code of Practice 2013 	<p>PROCEDURES:</p> <ul style="list-style-type: none"> Safety Data Sheets (SDS) Personal Protective Equipment Policy Personal Protective Equipment (PPE) Procedure Hazardous Substances Policy Hazardous Substances Procedure Weed Control Herbicide Spraying SAFE WORK PROCEDURE 	<ul style="list-style-type: none"> Chemical Risk Assessments Pre-purchase checklist - chemicals Correct labelling, storage and segregation Scheduled workplace assessments that include chemical assessment Time sensitive chemicals dated Emergency procedures for accidental release/spillage 	M7

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	<ul style="list-style-type: none"> • Time sensitive chemicals that can become unstable during storage • Production of hazardous wastes • Environmental contamination due to accidental leakage, spills, emissions: air water soil/ground 				<ul style="list-style-type: none"> • Chemical Usage (Agricultural and Veterinary) Control Regulation 1999 Current as at 1 July 2015 	<ul style="list-style-type: none"> • Labelling of workplace hazardous substances Code of Practice 2011 • A guide for flammable and combustible liquids under the Work Health and Safety Act 2011 		<ul style="list-style-type: none"> • Employee health monitoring (where applicable) • Chemical Management Training • Personal protective equipment • Hazardous Substances Register 	
Electrical	<ul style="list-style-type: none"> • Use of faulty equipment • Use of uncertified electrical equipment • Incorrect and/or faulty electrical installation • Working near overhead or underground services 	B	5	E23	<ul style="list-style-type: none"> • <i>Work Health and Safety Act 2011</i> • <i>QLD Electrical Safety Act 2002</i> • <i>QLD Electrical Safety Regulation 2013</i> 	<p>CODES OF PRACTICE:</p> <ul style="list-style-type: none"> • Electrical safety code of practice 2013 Managing electrical risks in the workplace • Electrical safety code of practice 2010 Working near overhead and underground electric lines • Managing risks of plant in the workplace Code of Practice 2013 	<p>PROCEDURES:</p> <ul style="list-style-type: none"> • Isolation and Lock Out/Tag Out Policy • Isolation and Lock Out/Tag Out Procedure • Plant and Equipment Safety Policy • Plant and Equipment Safety Procedure 	<ul style="list-style-type: none"> • Pre-purchase safety considerations • Visual inspections for damage • Scheduled testing and tagging of portable electrical equipment • Tag out and remove from service damaged or faulty equipment • Qualified and competent electrical workers for design, manufacture and testing • Electrical installation by licensed electricians • Use of RCDs • RCD testing program • Signage 	M10

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<p>Plant and Equipment</p> <ul style="list-style-type: none"> ● Injury / Health impacts ● Lack of operator competency / training ● Unassessed plant and equipment ● Lack of/inappropriate guarding ● Unrestricted access ● Poorly managed or maintained plant ● Adverse impact on the environment: ● Refer to "Electrical" 	<p style="text-align: center;">A</p>	<p style="text-align: center;">4</p>	<p style="text-align: center;">E24</p>	<ul style="list-style-type: none"> ● <i>Work Health and Safety Act 2011</i> ● <i>Work Health and Safety Regulation 2011</i> 	<p>CODES OF PRACTICE:</p> <ul style="list-style-type: none"> ● Forest harvesting Code of Practice 2007 ● How to manage work health and safety risks Code of Practice 2011 ● Managing risks of plant in the workplace Code of Practice 2013 ● Electrical safety code of practice 2013 Managing electrical risks in the workplace ● Electrical safety code of practice 2010 Working near overhead and underground electric lines 	<p>PROCEDURES:</p> <ul style="list-style-type: none"> ● Plant Registers ● Plant and Equipment Safety Policy ● Plant and Equipment Safety Procedure ● Isolation and Lock Out/Tag Out Policy ● Isolation and Lock Out/Tag Out Procedure ● Slashing Safe Work procedure ● Tractor Safe Work procedure ● Hitching Implements Safe Work procedure ● Plant and Equipment Replacement Policy and Procedure 	<ul style="list-style-type: none"> ● Plant Registers ● Pre purchase safety considerations ● Plant Hazard and Risk Assessments ● Guarding and engineering controls ● Emergency stops ● Training and supervision ● Restricted access ● Scheduled maintenance ● Safe Work Procedures ● Tag Out Procedures ● Personal protective equipment ● Waste removal ● Removal of decommissioned plant 	<p style="text-align: center;">M12</p>
<p>Noise</p> <ul style="list-style-type: none"> ● Hearing impairment ● Noise in excess of the exposure standards ● Distracting noise 	<p style="text-align: center;">A</p>	<p style="text-align: center;">3</p>	<p style="text-align: center;">E22</p>	<ul style="list-style-type: none"> ● <i>Work Health and Safety Regulation 2011</i> ● <i>Work Health and Safety Act 2011</i> 	<p>STANDARDS:</p> <ul style="list-style-type: none"> ● AS 1055 (series) Acoustics – Description and Measurement of Environmental Noise ● AS 1269 (series) Occupational Noise Management <p>CODES OF PRACTICE:</p>	<p>PROCEDURES:</p> <ul style="list-style-type: none"> ● Personal Protective Equipment Policy ● Personal Protective Equipment (PPE) Procedure ● Occupational Noise Policy 	<ul style="list-style-type: none"> ● Purchasing less noisy plant and equipment ● Pre-purchasing checklist ● Acoustic engineering controls 	<p style="text-align: center;">L5</p>

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	<ul style="list-style-type: none"> Noise impact on surrounding community 					<ul style="list-style-type: none"> Managing noise and preventing hearing loss at work Code of Practice 2011 QLD Work health and safety consultation, co-operation and co-ordination Code of Practice 2011 	<ul style="list-style-type: none"> Occupational Noise Procedure 	<ul style="list-style-type: none"> Noise Risk Assessments Audiometric screening PPE - hearing protection Hearing protection training Signage Safe Work Procedures 	
Traffic/Driving on forestry roads	<ul style="list-style-type: none"> Injury and/or property damage Uncontrolled vehicle access on forestry roads Interaction of vehicles, log haulage trucks, public vehicles including trail bikes Speed Unauthorised and/or unsafe parking Weather conditions 	B	4	E21	<ul style="list-style-type: none"> WHS Act 2011 WHS Regulations 2011 Queensland Transport Operations (Road Use Management) Act 1995 	<p>STANDARDS:</p> <ul style="list-style-type: none"> AS/NZS 4602 - 1999 High Visibility Safety Garments <p>CODES OF PRACTICE:</p> <ul style="list-style-type: none"> Forest harvesting Code of Practice 2007 How to manage work health and safety risks Code of Practice 2011 	<p>PROCEDURES:</p> <ul style="list-style-type: none"> Safety Management System (SMS) Manual 	<ul style="list-style-type: none"> Traffic management: <ul style="list-style-type: none"> Controlled access onto compartments Designated parking spaces Speed limits on haulage routes Designated delivery points Traffic signs Safe Work Procedures 	H12
Psychosocial	<ul style="list-style-type: none"> Occupational stress Workplace bullying and harassment 	B	4	E21	<ul style="list-style-type: none"> WHS Act 2011 WHS Regulations 2011 	<p>CODES OF PRACTICE:</p> <p>GUIDANCES:</p>	<p>PROCEDURES:</p>	<ul style="list-style-type: none"> Case and Injury Management Support Counseling support services 	L5

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	<ul style="list-style-type: none"> Occupational violence Fatigue 					<ul style="list-style-type: none"> Dealing with bullying at work (a guide for workers) (WorkSafe WA) Dealing with workplace bullying - a worker's guide (Safe Work Australia) Guide for preventing and responding to workplace bullying (Safe Work Australia) Guide for managing the risk of fatigue at work (Safe Work Australia) Fatigue management - a worker's guide (Safe Work Australia) 	<ul style="list-style-type: none"> Safety Management System (SMS) Manual-Fatigue Management Consultation and Communication Policy Consultation and Communication Procedure Safety Issue Resolution Policy Safety Issue Resolution Procedure 	<ul style="list-style-type: none"> Grievance and dispute resolution process Open communication channels WHS training including induction 	
Working Outdoors	<ul style="list-style-type: none"> Exposure to adverse weather conditions: <ul style="list-style-type: none"> uncontrolled environment thermal (heat cold) ultraviolet light exposure <ul style="list-style-type: none"> rain wind lightning 	A	3	E22	<ul style="list-style-type: none"> WHS Act 2011 WHS Regulations 2011 	<p>STANDARDS:</p> <ul style="list-style-type: none"> AS/NZ 4399 – Sun protective clothing: evaluation and classification AS/NZ 2604 – Sunscreens: evaluation and classification <p>CODES OF PRACTICE:</p> <ul style="list-style-type: none"> How to manage work health and safety risks Code of Practice 2011 <p>GUIDANCES:</p> <ul style="list-style-type: none"> Guidance Note for the Protection of Workers from Ultraviolet Radiation in Sunlight [NOHSC:3012 (1991)] The Cancer Council Australia – Policy Guidelines, and Guide for Employers 	<p>PROCEDURES:</p> <ul style="list-style-type: none"> Sun Safety & Extreme Weather Procedure Sun Safety & Extreme Weather Policy 	<ul style="list-style-type: none"> Risk assessments Scheduled work at appropriate times, seasons and weather conditions PPE: <ul style="list-style-type: none"> Wet weather gear Long sleeved clothing Sunhats Sunglasses Sunscreen Safe Work Procedures 	L5
Workshops	<ul style="list-style-type: none"> Injury and/or property damage Unassessed plant and equipment 	A	3	E22	<ul style="list-style-type: none"> WHS Act 2011 WHS Regulations 2011 	<p>STANDARDS:</p> <p>CODES OF PRACTICE:</p> <ul style="list-style-type: none"> Health and Safety in Welding – Tech Note 7 	<p>PROCEDURES:</p> <ul style="list-style-type: none"> Workplace Inspections Safety Risk Management 	<ul style="list-style-type: none"> Specialised facilities, restricted access Appropriate selection and maintenance of 	L5

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	<ul style="list-style-type: none"> ● Poorly maintained equipment ● Lack of/inappropriate guarding ● Lack of operator competency / training ● Hazards associated with the work undertaken. For example: <ul style="list-style-type: none"> ● mechanical equipment ● electrical equipment ● industrial chemicals <ul style="list-style-type: none"> -fumes -wastes ● Unrestricted access ● Refer to specific hazard classifications 				<ul style="list-style-type: none"> ● Hazardous manual tasks Code of Practice 2011 ● First aid in the workplace Code of Practice 2014 ● Labelling of workplace hazardous chemicals Code of Practice 2011 ● Managing risks of hazardous chemicals in the workplace Code of Practice 201 	<ul style="list-style-type: none"> ● Electrical Equipment ● Electrical Equipment Testing and Tagging ● Plant and Equipment <p>GUIDELINES:</p> <ul style="list-style-type: none"> ● Eyewash and Emergency Showers ● Work Environment, plant and equipment - inspection, testing and monitoring 	<p>equipment, tools and chemicals</p> <ul style="list-style-type: none"> ● Training, including induction ● Good housekeeping ● Personal protective equipment ● Management of wastes ● Safe Work Procedures 	
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<p>Confined Spaces</p>	<ul style="list-style-type: none"> ● Asphyxiation ● Entrapment ● Unrestricted access to confined spaces ● Inadequate risk assessment of confined space ● Inadequate identification of confined space ● Poorly ventilated workplaces 	B	4	E21	<ul style="list-style-type: none"> ● WHS Act 2011 ● WHS Regulations 2011: 	<p>STANDARDS:</p> <ul style="list-style-type: none"> ● AS/NZS 2865 Safe Working in a Confined Space <p>CODES OF PRACTICE:</p> <ul style="list-style-type: none"> ● Confined spaces Code of Practice 2011 <p>GUIDANCES:</p> <ul style="list-style-type: none"> ● HB 213 Guidelines for Safe Working in a Confined Space 	<p>PROCEDURES:</p> <ul style="list-style-type: none"> ● Permit to Work ● Safety Risk Management ● Safety Management System (SMS) Manual <p>GUIDELINES:</p>	<ul style="list-style-type: none"> ● Confined space requirements ● Confined space register ● Confined space entry permit system ● Confined space entry training ● Confined space emergency procedures ● Safety signage ● Restricted access 	L5
<p>Working at Heights Above 2 Metres</p>	<ul style="list-style-type: none"> ● Fall from height/trees ● Working close to an edge unprotected ● Unsuitable working environment: ● adverse weather conditions (wind and rain) ● Unsecured equipment ● Inappropriate use of access and/or fall arrest equipment ● Faulty, poorly maintained or inappropriate use of: <ul style="list-style-type: none"> ○ Ladders ○ harnesses and ○ lanyards 	B	4	E21	<ul style="list-style-type: none"> ● WHS Act 2011 ● WHS Regulations 2011 	<p>STANDARDS:</p> <ul style="list-style-type: none"> ● AS/NZS 1891 (series) Industrial Fall-Arrest Systems and Devices ● AS/NZS 1576 (series) Scaffolding ● AS 1577 Scaffold Planks ● AS/NZS 4576 Guidelines for Scaffolding ● AS/1657 Fixed Platforms, Walkways, Stairways and ladders – Design, Construction and Installation ● AS/NZS 1892 (series) Portable Ladders <p>CODES OF PRACTICE:</p> <ul style="list-style-type: none"> ● Managing the risk of falls at workplaces Code of Practice 2011 QLD 	<p>PROCEDURES:</p> <ul style="list-style-type: none"> ● High Risk Work Procedure ● High Risk Work Policy ● Safety Management System (SMS) Manual <p>GUIDELINES:</p>	<ul style="list-style-type: none"> ● Fall arrest and anchor point systems ● Height safety training ● Fall arrest training and (Emergency Plans) ● Accessing heights under suitable weather conditions (e.g. not raining and little/no wind) ● Restricted access and entry points ● Ladder training ● Barricading ● Equipment testing ● Safe Work Procedures 	M14

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	o anchor points								
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<p>Manual Handling and Ergonomics</p>	<ul style="list-style-type: none"> ● Manual handling tasks/activities that include the following characteristics: <ul style="list-style-type: none"> ○ repetitive or sustained application of force ○ repetitive or sustained awkward posture ○ repetitive or sustained movement ○ application of high force ○ exposure to sustained vibration ● handling of unstable or unbalanced loads or loads which are difficult to grasp or hold 	A	3	E22	<ul style="list-style-type: none"> ● WHS Act 2011 ● WHS Regulations 2011 	<p>STANDARDS:</p> <ul style="list-style-type: none"> ● National Standard for Manual Tasks (Commonwealth) <p>See also Section 20 Workplace, Environment and Facilities</p> <p>CODES OF PRACTICE:</p> <ul style="list-style-type: none"> ● Hazardous manual tasks Code of Practice 2011 ● National Code of Practice – Occupational Overuse Syndrome ● National Code of Practice for Prevention of Musculoskeletal Disorders from Performing Manual Handling tasks at Work (Commonwealth) 	<p>PROCEDURES:</p> <ul style="list-style-type: none"> ● Manual Handling Policy ● Manual Handling Procedure 	<ul style="list-style-type: none"> ● Manual handling risk management plans ● Manual handling training 	M7
<p>Hot Work</p>	<ul style="list-style-type: none"> ● Fire and/or explosion ● Injury and/or property damage ● Conducting hot work outdoors during a total fire ban 	A	5	E25	<ul style="list-style-type: none"> ● WHS Act 2011 ● WHS Regulations 2011 	<p>STANDARDS:</p> <ul style="list-style-type: none"> ● AS 1335 Hoses and Hose Assemblies for Welding, Cutting and Allied Processes ● AS/NZS 1338.1 Filters for Eye Protectors - Filters For Protection Against Radiation Generated In Welding And Allied Operations ● AS 1674 (series) Safety In Welding And Allied Processes <p>CODES OF PRACTICE:</p> <ul style="list-style-type: none"> ● Health and Safety in Welding – Tech Note 7 	<p>PROCEDURES:</p> <ul style="list-style-type: none"> ● Hot Work Permit ● Contractor Safety Policy ● Contractor Safety procedure ● High Risk Work Procedure ● High Risk Work Policy ● Safety Management System (SMS) Manual 	<ul style="list-style-type: none"> ● Contractor and workshop requirements ● Hot work permit system ● Firefighting equipment ● Scheduled maintenance for hot work plant and fire detection and fighting equipment ● Scheduled evacuations and exercises 	L5

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						GUIDANCES: <ul style="list-style-type: none"> Gas Welding Safety Flashback Arresters 			
Smoking <ul style="list-style-type: none"> Passive smoking Fires Generation litter/butts 	C	5	E20	<ul style="list-style-type: none"> WHS Act 2011 WHS Regulations 2011 The Tobacco Products Control Act 2006 Tobacco Products Control Regulations 2006 	STANDARDS: CODES OF PRACTICE: GUIDANCES: <ul style="list-style-type: none"> Appendix to NOHSC guidance note on elimination of tobacco smoke Guidance Note on Elimination of Environmental Tobacco Smoke in the Workplace (NOHSC: 3019 (2003)) 	PROCEDURES: <ul style="list-style-type: none"> Smoking Policy 	<ul style="list-style-type: none"> No smoking outside of designated areas Ecoplant Australia & Seeddown Professional Planters signage Safety Management System (SMS) Manual 	L5	
Alcohol and Other Drugs <ul style="list-style-type: none"> Injury / health impacts Effect on performance Inappropriate behaviour Discarded needles 	B	4	E21	<ul style="list-style-type: none"> WHS Act 2011 WHS Regulations 2011 	STANDARDS: CODES OF PRACTICE: GUIDANCES: <ul style="list-style-type: none"> Alcohol and Other Drugs at the Workplace Australian Drug Information network web site (Commonwealth) 	PROCEDURES: <ul style="list-style-type: none"> Safe Work Procedures 	<ul style="list-style-type: none"> Safety Management System (SMS) Manual Random drug and alcohol testing 	L5	
Clients, Customers and General Public <ul style="list-style-type: none"> Injury and/or property damage Unfamiliar with WHS procedures 				<ul style="list-style-type: none"> WHS Act 2011 WHS Regulations 2011 	STANDARDS: CODES OF PRACTICE:	PROCEDURES: <ul style="list-style-type: none"> Contractor Safety and Health Policy 	<ul style="list-style-type: none"> Maintenance and lighting Direct and indirect supervision 	L	

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						<ul style="list-style-type: none"> • Ecoplant Australia & Seeddown Professional Planting <p>WHS policy, procedures, alerts, contractual documentation.</p>	<ul style="list-style-type: none"> • Inductions • Public liability insurance 		
Contractors	<ul style="list-style-type: none"> • Unfamiliar with workplace and WSH procedures • High risk and/or specialised tasks • Work that adversely impacts on the Business and/or Ecoplant Australia & Seeddown Professional Planting personnel and/or environment • Conducting unsafe work practices in conflict with procedures 	C	3	H15	<ul style="list-style-type: none"> • WHS Act 2011 • WHS Regulations 2011 • Refer to specific hazard classification for legislation 	<p>Refer to specific hazard classification for Standards/Codes/Guidances</p> <p>STANDARDS:</p> <ul style="list-style-type: none"> • National Occupational Health and Safety Certification Standard for Users and Operators of industrial Equipment (NOHSC: 1006 2001) <p>CODES OF PRACTICE:</p>	<p>PROCEDURES:</p> <ul style="list-style-type: none"> • Contractor Safety and Health Policy • Inductions • Contractor induction • Permits to Work <p>GUIDELINES:</p> <ul style="list-style-type: none"> • SWMS • Safe Work Procedures 	<ul style="list-style-type: none"> • Use of Preferred contractors • Contractor agreed scope of works and/or contracts prior to commencing work • Contractor induction, SM Plan, SWMS requirements • Supervision of works and contractors • Contractor performance monitoring and reviews 	M7
Working alone	<ul style="list-style-type: none"> • Working alone • Reduction in emergency assistance and support • Minimum supervision 				<ul style="list-style-type: none"> • WHS Act 2011 • WHS Regulations 2011 	<p>STANDARDS:</p> <p>CODES OF PRACTICE:</p> <ul style="list-style-type: none"> • Code of Practice Working Hours <p>GUIDANCES:</p> <ul style="list-style-type: none"> • Working Alone Guidance Note • National Guidelines for Working Alone or in a Remote Locality [Commonwealth Safety Management Forum] 	<p>PROCEDURES:</p> <ul style="list-style-type: none"> • Safe Work Procedures • Working Alone policy • Working Alone policy 	<ul style="list-style-type: none"> • Risk assessments • Communication systems • Training 	M8

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<p>Purchasing</p> <ul style="list-style-type: none"> Introducing hazards into the workplace: plant and equipment (including electrical) chemicals and substances personal protective equipment Introducing new and/or uncontrolled wastes 	<p>C</p>	<p>3</p>	<p>H15</p>	<ul style="list-style-type: none"> WHS Act 2011 WHS Regulations 2011: 	<p>Refer to specific hazard classification for Standards/Codes/Guidances</p> <p>STANDARDS:</p> <p>CODES OF PRACTICE:</p> <p>GUIDANCES:</p>	<p>PROCEDURES:</p> <ul style="list-style-type: none"> Safety Management System (SMS) Manual Safe Work Procedures 	<ul style="list-style-type: none"> Pre-purchase safety considerations: <ul style="list-style-type: none"> plant and equipment (including electrical) chemicals and substances personal protective equipment 	<p>L5</p>
<p>Emergency Incident</p> <ul style="list-style-type: none"> Uncontrolled emergency incident leading to adverse outcomes: <ul style="list-style-type: none"> Loss of life injury or illness Property damage Environmental impacts Loss of communications Loss of services Breakdown in emergency procedures 	<p>C</p>	<p>4</p>	<p>H18</p>	<ul style="list-style-type: none"> WHS Act 2011 WHS Regulations 2011 	<p>STANDARDS:</p> <ul style="list-style-type: none"> AS/NZS 1841 (series) Portable Fire Extinguishers <p>CODES OF PRACTICE:</p> <ul style="list-style-type: none"> First aid in the workplace Code of Practice 2014 	<p>PROCEDURES:</p> <ul style="list-style-type: none"> Emergency – General Emergency - Fire & Evacuation <p>GUIDELINES:</p> <ul style="list-style-type: none"> Emergency contact information on telephones and maps 	<ul style="list-style-type: none"> Inductions and training Trained first aiders Scheduled evacuations and exercises Task/activity specific emergency procedures and plans 	<p>L5</p>
<p>Legal Compliance</p> <ul style="list-style-type: none"> Injury and/or property damage Prosecution and fines 	<p>C</p>	<p>4</p>	<p>H18</p>	<ul style="list-style-type: none"> WHS Act 2011 WHS Regulations 2011 Environmental Protection Act 1994 	<p>STANDARDS:</p> <ul style="list-style-type: none"> AS/NZS 4804 Occupational health and safety management systems - General guidelines on principles, systems and supporting techniques 	<ul style="list-style-type: none"> Safety Management System (SMS) Manual Safe Work Procedures Legal and Other Requirements Register 	<ul style="list-style-type: none"> Risk assessments Licenses, Permits and Agreements Authorising Officers 	<p>L5</p>

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	<ul style="list-style-type: none"> • Intervention programs • Reputation damage to the Business • Loss of contracts 				<ul style="list-style-type: none"> • Environmental Protection Regulation 2008 	<ul style="list-style-type: none"> • AS/NZS 4801: Occupational health and safety management systems - Specification with guidance for use • AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines <p>CODES OF PRACTICE:</p>		<ul style="list-style-type: none"> • Records management and data control • Internal auditing • External auditing • Incident reporting, recording and management 	
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