
Sub-contractor Environment, Health and Safety (EHS) Management Plan

Company Name

ABN

Address

Scope of Works

1. DOCUMENT CONTORL

«Company»:

- Maintains an up to date version of this EHS Management Plan.
- Retains all obsolete pages of the Plan for a minimum of 7 years to demonstrate a record of EHS management practices.
- Provides a copy of the current version of the Plan to Schindler Lifts Australia.
- Reviews the Plan on a minimum annual basis, or where there is a change that prompts a review.
- Ensures all amendments to the Plan are recorded in the Record of Revision below.

1.1. Record of Revision

Revision	Date	Description of Changes

1.2. Distribution

This EHS Management Plan shall be distributed to, at a minmum, the Schindler Project Manager and all workers working on the project. This Plan shall also be distributed to the Principle Contractor for the works, where Schindler is not the nomninated Principle Contractor.

2. EHS POLICIES

The sub-contractor is required to submit to Schindler Lifts Australia its EHS Policies signed by the company Director (or equivalent person of authority). As a minimum, copies of the below policies must be provided to Schindler:

- WHS Policy
- Environment Policy
- Return to Work / Rehabilitation Policy
- Drug & Alcohol Policy

Alternatively, the Sub-contractor may sign up to the Schindler Lifts Australia Policies. In signing the Schindler Lifts Australia Policies, the sub-contractor agrees to abide by those policies.

2.1. Employee Health and Safety Policy

Commitment and Principles

Safety is a fundamental value of Schindler. It is implicit in our products and services and in the way we work. We do not compromise on the safety and health of those who work for our business.

We believe that all injuries, work-related illnesses and accidents are preventable, and we strive for the highest standards of safety and health performance.

Our safety culture is based on prevention, hazard awareness, continuous improvement and compliance with carefully-developed procedures. Through this culture we will make rapid progress in our performance. By the nature of our business, most of our people work independently: hence the safety culture will only be fully effective when each one of us personally and instinctively adopts and conforms to it.

Schindler Australia complies with applicable law, this Policy and the Group Safety Standards. It shall also implement additional measures from time to time to meet specific identified risks.

Schindler Lifts Australia provides installation and service for lifts, escalators and moving walks and is committed to adhering to Australian Standards AS1735 and AS/NZS 4431:1996 or equivalent as part of the design and installation practices.

Schindler acknowledges the inherent risks associated with installation and service activities such as electric shock, fall and crushing injuries. As such it is therefore a Schindler Australia objective to provide a safe environment for all employees, subcontractors and the public in order to eliminate all workplace injuries.

Responsibilities

Each employee is responsible for the safety consequences of what he or she does or fails to do. Each of us shall maintain a high level of safety awareness at work, comply with all applicable safety rules and work instructions, promptly report all accidents, safety incidents and unsafe

conditions to our supervisor, warn those who might be at risk from hazards where we are working, and where possible protect them from these hazards until the risk is no longer present

Line managers, at all organizational levels, have direct responsibility for implementing this policy and Group Safety Standards as they apply to their areas of responsibility. They train, communicate, reinforce, ensure compliance and lead by example. They establish goals, measure results, implement improvement plans and hold themselves and their people accountable for performance. The Management Board is additionally responsible for the periodic review and approval of this policy and the Company Safety Standards.

Safety and Health specialists are expert advisors to line management on safety and health issues. They may be assigned responsibility for specific elements of the safety and health system and initiatives, without diluting the overall responsibility of line management.

Other functional specialists (for example in product line management and research and development) are responsible for ensuring that their work output fully reflects the requirements of this Policy, the Company & Group Safety Standards and applicable law.

Consultation & Safety Committees

Schindler shall encourage and develop an on-going commitment to health and safety through open communication and consultation with all employees.

Safety Committees shall be set up in each region with the mandate to:

- Ensuring all employees are adequately informed and involved in safety issues
- Effect early hazard identification and control.
- Conduct regular and effective committee meetings covering all aspects of Schindler processes.
- Facilitating a commitment to safety improvement.
- Drive an open and effective safety communication policy.
- Developing effective monitoring and risk control measures.
- Monitor the issue and availability of PPE.
- Ensuring that regular safety training and information sessions are held.
- Encouraging all employees to be engaged in achieving the right safety outcomes.

Managing Director / Authorised Manager _____

Signature _____ Date _____

2.2. Environmental Protection Policy

Schindler Lifts Australia provides installation and service for lifts, escalators and moving walks in the most innovative and energy efficient solution possible. Our activities shall be carried out in compliance with all relevant environmental legislation, regulation, ISO14001:2004 standard and other considerations with proper regard for any impact on the environment.

Compliance with the spirit of this policy will be achieved through careful planning, execution and continuous improvement of our activities at all levels & locations and involve all employees.

The use of environmentally responsible and recyclable materials, reduction of energy use, together with ecologically sound and legal waste management methods shall be pursued at all times in order to prevent pollution.

Managing Director / Authorised Manager _____

Signature _____ Date _____

2.3. Return to Work / Rehabilitation Policy

Schindler is committed to the rehabilitation of employees who are injured or who develop an illness or disease in the course of their employment with us.

Schindler will take all practical steps to prevent or minimise the occurrence of occupational injury and illness by providing a safe and healthy workplace.

Schindler is committed to the early implementation of rehabilitation when the need arises. Schindler will promote an early return to work and make every effort to provide appropriate suitable duties, in line with relevant legislation, that meet the employee's needs and which are consistent with medical opinion. Schindler will also provide support to employees during the course of their rehabilitation to minimise the effects of the injury or illness.

In order to ensure that rehabilitation is effective Schindler will consult with employees to develop a safe and durable return to work program. Schindler will engage accredited Rehabilitation Providers where appropriate to facilitate recovery and a return to pre-injury duties.

Schindler recognises the benefits of workplace rehabilitation and will ensure that as far as practicable no employee is disadvantaged whilst participating in a rehabilitation program. Schindler will maintain confidentiality of written and verbal information.

Employees shall cooperate with rehabilitation programs.

Rehabilitation programs shall be managed by the Schindler Injury Management Officer working with Return to Work Coordinators appointed in each region.

Managing Director / Authorised Manager _____

Signature _____ Date _____

2.4. Drug & Alcohol Policy

Schindler Lifts Australia Pty Ltd ("the Company") is committed to providing a safe and healthy environment for employees, contractors and visitors and to taking early action to respond to situations where the consumption of alcohol, drugs or tobacco (including tobacco substitutes) may pose a risk to health and safety.

The Company is required by law to provide a workplace that is safe and without risks to health. Our "duty of care" extends to ensuring that workers who use such drugs do not injure themselves or others at the workplace as a result.

Our employees and contractors have a reciprocal obligation to take reasonable care for their own and others health and safety and to cooperate with the Company in respect to action taken to protect their own and others health and safety.

Accordingly, this policy has been developed to minimise the risks to health and safety in the workplace, which may arise, from alcohol, drug, tobacco or tobacco substitute use.

The Company recognises that alcohol and some drugs have the potential to alter an individual's judgement and performance in the workplace and hence be a major risk to health and safety. While the Company accepts an individual's right to exercise their freedom of choice, it has identified the use and effects of alcohol, drugs and tobacco as an unacceptable level of risk in the workplace to our employees, contractors and others.

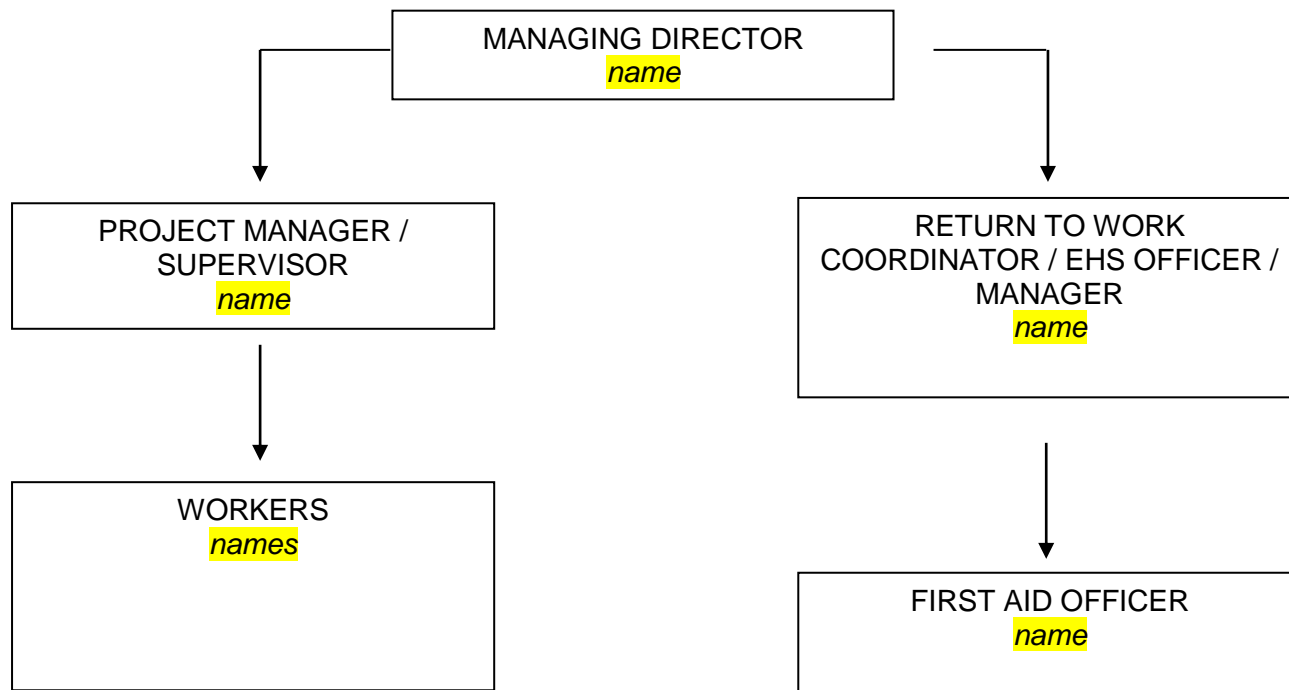
Managing Director / Authorised Manager _____

Signature _____ Date _____

3. RESOURCES, RESPONSIBILITY & ACCOUNTABILITY

3.1. Organisational Chart

The following organisational chart shows the lines of EHS reporting throughout the organisation.



3.2. Project Roles and Responsibilities

3.2.1. PROJECT MANAGER / SUPERVISOR

The Project Manager/Supervisor is responsible for EHS at the site. This includes the responsibilities listed below.

- Implementing this EHS Management Plan.
- Observing all EHS legislative requirements.
- Managing the identification and preparation of safe work procedures.
- Applying the Hierarchy of Controls in all EHS risk management activities to ensure risks to EHS are eliminated or minimised so far as is reasonably practicable.
- Communicating with Schindler project representatives and the principal contractor to reduce EHS risks.
- Implementing and tracking EHS training requirements.
- Leading by example and promoting good EHS practices at every opportunity.
- Ensuring safe equipment and plant is provided and maintained.
- Reviewing EHS reports and inspections, and following up on recommendations.



- Ensuring all incidents are adequately investigated and reported to the controller of the workplace and relevant authorities, as required.
- Reporting all injuries and incidents (including near misses) to the Schindler project representative as soon as possible and within 24 hours.
- Coordinating EHS meetings and programs.
- Monitoring compliance with the EHS Management Plan, including Safe Work Method Statements.
- Assisting injured workers to return to their pre-injury duties as soon as practicable after a work-related injury.
- Ensuring all young and inexperienced workers (including apprentices) are adequately supervised.
- Providing adequate resources for EHS at site, including tools, equipment and Personal Protective Equipment (PPE).
- Practicing and maintaining the Site Emergency Plan (refer to Site Emergency Plan on site).

Project Manager/Supervisor _____

Signature _____ Date _____

3.2.2. EHS OFFICER / MANAGER / RETURN TO WORK (RTW) CO-ORDINATOR

The EHS Officer/Manager RTW Coordinator is responsible for assisting with EHS and injury management at the workplace. Duties include:

- Assisting the Project Manager/Supervisor with the development and implementation of the EHS Management Plan.
- Providing advice on EHS matters to all workers.
- Determining EHS legal and other requirements for the work activity or trade.
- Monitoring and reporting on the implementation of safe work procedures at the site
- Coordinating injury management / return to work for injured workers.
- Assisting with Toolbox Talks and pre-start meetings on a regular basis.
- Assisting with incident investigations to ensure sound corrective actions are implemented with the aim of preventing a re-occurrence of incidents.
- Leading by example and promoting EHS at every opportunity.
- Reporting and following up on EHS non-compliances.
- Conducting periodic EHS inspections of the work site.
- Other EHS duties as directed by the Works Manager.

EHS Officer/Manager / RTW Coordinator _____

Signature _____ Date _____

3.2.3. WORKERS

Workers are responsible for working safely at all times. This will be achieved by:

- Assisting the Project Manager/Site Supervisor in the implementation of this EHS Management Plan.
- Promptly communicating safety issues to the Project Manager/Site Supervisor.
- Complying with safe work procedures.
- Participating in safety meetings, pre-starts, toolbox talks and Safety Walks as required.
- Assisting with incident investigations where required.
- Leading by example and promoting EHS at every opportunity.
- Carrying out their tasks in accordance with Schindler EHS requirements and all applicable EHS Acts, Regulations and Codes of Practice.
- Reporting hazards, injuries and incidents (including near misses) promptly to the Project Manager/Supervisor.
- Participating in EHS risk management activities.
- Ensuring that all equipment used on site has been checked and registered as per the requirements of this safety plan.
- Participating in the required safety inductions.
- Not engaging in any activity that is likely to harm other site workers, visitors to the site or themselves.
- Wearing PPE as per Schindler, site and SWMS requirements.

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4. OBJECTIVES AND TARGETS

The following objectives and targets have been established to support and maintain the effectiveness of this EHS Management Plan.

Objective	Action	Target
Provide Workers with up-to-date information on EHS for the duration of the project/contract.	Deliver Toolbox Talks and Pre-Start meetings with workers on site.	Meetings held on a periodic basis, in accordance with the requirements of this Plan.
Workers are provided with training to enable work practices to be undertaken that are safe and minimise risk to the environment.	All workers involved with the contracted/agreed work have undertaken as a minimum: <ul style="list-style-type: none"> • Schindler's EHS Induction modules • Construction General Induction Training • Site specific induction • Training as noted in the Safe Work Method Statement(s) specific to the contracted works. 	All workers on site are inducted and trained.
EHS risks pertaining to the contracted works are identified, assessed and controls implemented to reduce risk, so far as is reasonably practicable.	Risk assessment (e.g. SWMS) in place for all tasks within the scope of the contract.	Risk assessment (e.g. SWMS) in place for all contracted works. All workers are inducted into the risk assessment.
Monitoring of EHS controls and implementation of the EHS Management Plan.	Conduct regular workplace inspections.	Documented workplace inspections conducted in accordance with the requirements of this EHS Management Plan. Records of inspections retained.

5. HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL OF HAZARDS/RISKS

5.1. Hazard Identification

Identification of EHS hazards must be considered as part of normal business operations and it is a legislated requirement that it is performed in the design phase of products, processes or where changes are intended that may affect a person's health or safety. Hazard Identification is achieved by utilising systematic hazard identification techniques appropriate to the type of plant, equipment, substance, systems, activities and processes being assessed.

Typical operational hazard identification and risk assessment techniques include, but are not limited to:

- Observations (individual or team) – via EHS Hazard & Incident Report Form
- Safe Work Method Statement
- Incident reporting and investigation
- Audits and Inspections.

To assist in identifying hazards and risks, the following resources are referred to:

- Legislation, codes and standards
- Industry publications (i.e. safety alerts; hazard profiles for specific trade groups)
- Workplace experience
- Consultation (i.e. daily pre starts and toolbox talks)
- Previous incident history.

5.2. Risk Assessment

The risk associated with identified hazards is assessed prior to work commencing. Risk assessment is based on a combination of risk analysis and risk evaluation.

Risk analysis describes the process for determining the level of risk associated with an identified hazard in a consistent manner. The methodology adopted for analysing EHS risk is based on consistent descriptors of consequence and a logical estimation of the likelihood of the consequence occurring. Based on the consequence and likelihood analysis of each hazard or aspect, a risk ranking is derived from the below Risk Matrix. The level of risk for each hazard can be described as "High" "Medium" or "Low".

Colour Key: 1 = RED 2 = YELLOW 3 = GREEN		Consequence				
		Disaster	Very Serious	Serious	Substantial	Minor
LIKELIHOOD	Almost Certain	1	1	1	2	2
	Likely	1	1	2	2	2
	Possible	1	2	2	2	3
	Remotely Possible	2	2	2	3	3
	Practically Impossible	2	3	3	3	3

Consequence	Definition
Disaster	Could cause Death or Permanent Disablement or extensive damage to structures/equipment or the environment.
Very Serious	Could cause Severe injury, temporary disablement (Lost Time Injury) or Occupational illness or major damage to structures/equipment or environment.
Serious	Could cause Serious Injury (Medically Treated Injury) or Occupational Illness or serious damage to structures/equipment or environment.
Substantial	Could cause Minor injury (First Aid Injury) or Occupational Illness or some damage to structures/equipment or environment.
Minor	Should not result in injury, occupational illness, structural, equipment or environmental damage.

Likelihood	Definition
Almost Certain	Will almost certainly occur
Likely	Will probably occur
Possible	Might occur at some time
Remotely Possible	Unlikely to occur but has been known to occur
Practically Impossible	No known occurrences but occurrence is conceivable

Following the Risk Analysis and utilising the same team that performed the risk assessment, a Risk Evaluation is conducted to assist in making decisions and to establish the priority for risk treatment or to demonstrate the adequacy of current controls. Risk Evaluation utilises the results of the risk analysis to consider the tolerability and or acceptability of risk within an EHS context and the practicality of eliminating or reducing the residual risk so far as is reasonably practicable.

Class/Ranking		Description/Requirements
1	H (1) (<i>High level of harm</i>)	Will require detailed pre-planning. Actions will be recorded on a Safe Work Method Statement
2	M (2) (<i>Medium Level of harm</i>)	Will require operational planning. Actions will be recorded on a Safe Work Method Statement
3	L (3) (<i>Low Level of Harm</i>)	Will require localised control measures

5.3. Control of Hazards/Risks

Hazards that are identified with a 1 or 2 ranking will be controlled using the Hierarchy of Control whereby the best form of control that can be achieved is to be implemented at all times (removing the hazard completely followed by isolation and so on). PPE should be the last barrier to protect workers.

HIERARCHY OF CONTROL:	Once a hazard has been identified and assessed, the hazard must be controlled (removed or minimised). For each hazard determine a control using the following hierarchy starting from 1 through to 6. Risk must be lowered to a level that is as low as reasonably practicable, a combination of controls may be required to achieve this.
1. Remove the hazard completely (Elimination)	e.g. through a design change
2. Substitute the hazard for a safer alternative (Substitution)	e.g. use a safer chemical e.g. use mechanical aids rather than manual lifting
3. Separate people from the hazard (Isolation)	e.g. use effective barriers and edge protection
4. Use an engineered control (Engineering)	e.g. use a machine to lift heavy objects e.g. use scaffolding rather than ladders to reduce the risk of falls
5. Administrative Controls	e.g. training in lifting techniques e.g. tagging procedures
6. Personal Protection Equipment (PPE)	e.g. hearing protection, eye protection

5.4. Corrective Action

Where a hazard is identified on site, corrective action shall be taken to ensure the risk associated with the hazard is controlled so far as is reasonably practicable. Corrective actions are to be identified in response to hazards reports, incident investigations, workplace inspection non-conformances, audit non-conformances, and issues identified through toolbox-talks or Safety Walks.

All corrective actions must be developed in consultation with workers on site, have an agreed completion date and be recorded on the Corrective Action Report component of the relevant form

used to identify the non-conformance (e.g. Workplace Inspection Form, Safety Walk Form, EHS Hazard & Incident Report Form).

5.5. Safe Work Method Statements (SWMS)

The primary mechanism for conducting hazard identification, risk assessment and control of hazards/risks will be through the development of Safe Work Method Statements (SWMS). These will be submitted to Schindler and, where required, the Principal Contractor for review prior to the commencement of work.

SWMS will be updated based on input from Schindler, the Principal Contractor and site workers. The SWMS will also take into consideration site conditions, including site-specific hazards and customer/principle contractor EHS requirements.

The effectiveness of SWMS and implementation of corrective actions will be monitored via daily pre start talks, weekly tool box talks, safety walks and safety audits. Any changes to the SWMS documentation will be shared and discussed with all site workers during daily pre starts and weekly toolbox talks.

5.6. Site Risk & Hazard Register (SRHR):

All service sites have a Site Risk Hazard Register (SRHR) completed by the service technician specific for that site which is then placed in the Lift Motor Room (LMR) folder or in the Controller for Machine Room Less Lifts (MRL). The SRHR lists the hazards and the controls relevant to that site. The SRHR provides a quick reference guide for any visiting technician who may not be familiar with that site. See Appendix B for a SRHR template.

6. LEGAL AND OTHER REQUIREMENTS

The key relevant legal requirements pertaining to the scope of works are listed below, as applicable to the Australian State/Territory within which the work is being conducted.

State	Legal Requirements
ACT	<ul style="list-style-type: none"> • Work Health & Safety Act 2011 (ACT) • Work Health & Safety Regulations 2011 (ACT) • Dangerous Substances Act 2004 (ACT) • Dangerous Substances (General) Regulation 2004 (ACT). • Waste Minimisation Act 2001 • Environment Protection Act 1997
NSW	<ul style="list-style-type: none"> • Work Health & Safety Act 2011 (NSW) • Work Health & Safety Regulations 2011 (NSW) • Protection of the Environment Operations Act 1997
Northern Territory	<ul style="list-style-type: none"> • Work Health & Safety Act 2012 (NT) • Work Health & Safety Regulations 2013 (NT) • Environment Assessment Act 1982
Queensland	<ul style="list-style-type: none"> • Work Health & Safety Act 2011 (QLD) • Work Health & Safety Regulations 2011 (QLD) • Electrical Safety Act 2002 (QLD) • Electrical Safety Regulation 2013 (QLD) • Environmental Protection Act 1994 • Waste Reduction and Recycling Act 2011
South Australia	<ul style="list-style-type: none"> • Work Health & Safety Act 2012 (SA) • Work Health & Safety Regulations 2012 (SA) • Environment Protection Act 1993
Tasmania	<ul style="list-style-type: none"> • Work Health & Safety Act 2012 (TAS) • Work Health & Safety Regulations 2013 (TAS) • Environment and Pollution Control Act 1994
Victoria	<ul style="list-style-type: none"> • Occupational Health & Safety Act 2004 • Occupational Health & Safety Regulations 2007 • Electrical Safety Act 1998 • Electrical Safety Regulations 2009 • Environment Protection Act 1970
Western Australia	<ul style="list-style-type: none"> • Occupational Safety and Health Act 1984 • Occupational Health and Safety Regulations 1996 • Environment Protection Act 1986

Other key codes of practice, Australian and international Standards that are relevant to the design, installation and service of lifts and escalators are listed below.

- Code of Practice: Construction Work
- Code of Practice: Managing Electrical Risks at the Workplace

- Code of Practice: Managing the Risk of Falls at Workplaces
- Code of Practice: Managing the Work Environment and Facilities
- Code of Practice: First Aid in the Workplace
- Code of Practice: Labelling of Workplace Hazardous Chemicals
- Code of Practice: Managing Risks of Hazardous Chemicals in the Workplace
- Code of Practice: Hazardous Manual Tasks
- Code of Practice: Managing Noise and Preventing Hearing Loss at Work
- Code of Practice: Managing Risks of Plant in the Workplace
- Code of Practice: How to Manage Work Health and Safety Risks
- Lift Code (AS1735)
- Lift Code (EN81)
- AS3012:2010 – Electrical Installations - construction and demolition sites
- AS3760:2001 – In-service safety inspection and testing of electrical equipment
- AS/NZS 4431:1996 – Guidelines for the safe working on new lift installations in new construction
- AS 2359.1:2015 – Powered Industrial trucks
- AS/NZS 1891.1:2007 – Industrial fall-arrest systems and devices - Harnesses and ancillary equipment
- AS/NZS 1891.4:2009 – Industrial fall-arrest systems and devices - Selection, use and maintenance

7. TRAINING AND COMPETENCY

Training and competency requirements are determined based on the legislated requirements, hazards and risks associated with the work activity.

All workers undergo induction training, which includes the following:

- Schindler EHS Induction Modules
- Schindler EHS Competency Assessment
- Site inductions (as required by the customer or Principal Contractor)
- Construction Industry Induction Training.

Additional training and competency requirements are identified on a task-specific basis. This may include, but is not limited to:

- Dogging
- Rigging
- Scaffolding
- First Aid
- Forklift Operation
- Work safety at heights training
- Electrical Licence
- Manual handling training

A safety training plan is maintained at Appendix C for all field based employees.

All training records are maintained for a minimum 7 years.

8. COMMUNICATION AND CONSULTATION

8.1. Communication

Safety information must be cascaded through the organization, ensuring it is provided to all relevant workers through an appropriate medium. Toolbox meetings are an appropriate forum for the communication of safety information for field workers.

The following must be communicated to all workers.

- Changes to the EHS management system, including policies and procedures
- Copies of minutes from safety committee meetings
- Safety performance and safety incident data
- Safety News & Safety Alerts
- Project / Site EHS requirements and changes that may affect the health and safety of workers.

8.2. Consultation

Workers are consulted and given opportunity, encouragement and training to be proactively involved in EHS matters affecting the organisation and their work activities.

Consultation occurs in reference to, but not limited to, the following subjects / topics:

- Hazard identification, risk assessment and control processes, including development and review of SWMS.
- Changes to the organisation's policies and procedures or work routines which may affect EHS.
- Make up of and representation on relevant committees.
- EHS incident investigations.
- Election of Health and Safety Representatives.

All workplace consultation is recorded. EHS issues are resolved by the consultative committee in consultation with the management. All safety items raised by the consultative committee shall also undergo a consultation process with relevant technical and operational specialists before acceptance.

Company Representatives shall participate on project or site specific safety committees as required by the Customer or Principle Contractor.

Forums for communication and consultation with workers onsite include Safety Walks, Toolbox Talks and Pre-Start meetings. See Appendix D for the Toolbox Talk Record form and Appendix E for the Safety Walk form.

8.3. Dispute Resolution

The EHS dispute resolution process is the process by which disputes over matters concerning health and safety in the workplace are to be resolved. The resolution should occur in an effective and timely manner.

Where a worker onsite identifies a health and safety concern, they shall immediately raise this with the site Supervisor for the project. Corrective actions in response to EHS concerns shall be developed in consultation with the workers involved. The issue should be dealt with as soon as possible after being reported. As a minimum, interim measures should be put in place to prevent any adverse consequences until such time that the issue can be satisfactorily resolved.

Where the issue concerns work which involves a significant immediate threat to the health and safety of any person, the Supervisor shall direct that work will cease until adequate controls are applied to minimise the risk to health and safety of any person.

If the concern is not resolved in a timely or adequate manner, the worker should escalate the issue to the Health and Safety Representative and Project Manager. The matter may be referred through the Health and Safety Committee.

9. OPERATIONAL CONTROLS

9.1. Plant and Equipment

Plant and equipment is inspected and maintained in accordance with the relevant Australian Standard and manufacturer's recommendations. The inspection and maintenance history of each item is documented.

Certain items of plant and equipment will be 'Item Registered' and or 'Design Registered' by the Regulatory Authority where required by Legislation

The effect of all plant and equipment on the workplace is considered and documented in the Safe Work Method Statement

Pre-start checks, maintenance records and fault reports are made available to relevant parties on request. A register of plant/equipment utilized for the project will be recorded (see Appendix F).

9.2. Electrical Equipment

Portable electrical equipment and extension leads supplied to the project including hire equipment are to be fitted with an electrical compliance inspection tag and all circuits are to be fitted with earth leakage protection. Cable runs are to be elevated, covered/mechanically protected and/or positioned, as far as is reasonably practicable, so as to reduce trip hazards and any potential hazards caused by interaction with mobile plant and machinery.

An electrical equipment register shall be maintained for the project, refer to Appendix G.

9.3. Lifting Equipment

All lifting and rigging equipment shall be designed, manufactured, stored and used in accordance with relevant standards and regulations.

All lifting beams, chains, ropes, slings, shackles, chain blocks, winches and other gear used for lifting or lowering shall be clearly marked with:

- Working load limit
- Tare weight (if applicable)
- Identification number (for maintenance traceability)
- Date of last inspection or test (excluding shackles)

A service history of equipment sent out for inspection shall be established and records maintained by the branch. Tests shall be carried out by registered organisations with the authority to issue NATA test certificates.

A Lifting Equipment Register shall be established and maintained for all lifting equipment on a work site (see Appendix H). Lifting equipment shall be maintained in accordance with manufacturer's recommendations. As a minimum the following frequency of inspections shall apply:

Equipment Type	Inspection Type	Interval
Chain Blocks	Visual	Prior to Use
	Maintenance	Monthly
	Test & Tag	Yearly
Pull Lifts/Lever Blocks	Visual	Prior to Use
	Maintenance	Monthly
	Test & Tag	Yearly
Winches	Visual	Prior to Use
	Maintenance	Monthly
	Test & Tag	Yearly
Slings/Chains/Ropes	Visual	Prior to Use
	Maintenance	Monthly
	Test & Tag	Yearly
Shackles	Visual	Prior to Use
Synthetic Slings	Visual (documented)	3-monthly
	Visual	Prior to Use

9.4. Hazardous Chemicals

Hazardous Chemicals shall be selected from the Schindler Approved Hazardous Chemicals Register.

All workers involved in the use of products classified as hazardous are provided with information and training to allow safe completion of the required task.

As a minimum standard, all safety and environmental precautions for use listed on the Safety Data Sheet (SDS) are followed when using the chemical and are included in the Safe Work Method Statement.

No products, including chemicals or fibrous materials, are brought to the workplace without a current SDS.

All storage and use of hazardous chemicals and dangerous goods is in accordance with the SDS and legislative requirements. A Hazardous Chemical Register will be maintained for the project, see Appendix I.

9.5. Work at Heights

An assessment of working at height risks associated with the project will be conducted for each stage of the works in the task risk assessment (e.g. SWMS). Workers are trained in working safely at heights.

Personal Fall Protection Equipment (PFPE) will be used only where it is not reasonably practicable to use a higher level of control to mitigate the risk. Workers shall conduct a visual

inspection of PFPE prior to each use. PFPE shall be maintained in accordance with the manufacturers guidelines and relevant legislation. The maintenance of PFPE shall be recorded in Appendix K.

9.6. Manual Handling

All workers shall be trained in Manual Handling techniques. Where reasonably practicable, engineering solutions or mechanical assistance shall be utilized to reduce the risk of manual handling injuries.

The following is the standard controls that will be applied by workers:

1. Avoid unnecessary bending, twisting and reaching.
2. Place feet shoulder width apart, with one placed slightly in front of the other for balance.
3. Bend at the knees keeping back straight.
4. Tuck chin in to keep upper spine in line.
5. Grip the load firmly with both hands.
6. Lift slowly and smoothly, using legs in one continuous movement.
7. Keep load close to body, with arms extended downwards.
8. Turn using feet keeping back straight and do not twist.

9.7. Hot Works

Hot work is any work that involves burning, welding, heating, grinding using fire or spark-producing tools, or work that produces or has the potential to provide source/s of ignition, irrespective of the material to that being applied.

Prior to commencing any hot works related task, the worker must complete an assessment of the work and prepare the work area to ensure it is safe to carry out hot work tasks.

Where required by the Principal Contractor or Building Manager hot work permits will be obtained, prior to the hot works commencing. A Hot Works Permit form as designated by Principal Contractor or Building Manager will be used.

9.8. Personal Protective Equipment

Every effort shall be made to eliminate hazards from workplaces. Where PPE is the only viable alternative the correct PPE shall be identified and issued to workers in order for them to perform their duties safely.

Each worker shall confirm receipt of PPE and will be instructed and trained in the correct use of the PPE prior to issue.

Minimum PPE to be worn by workers while on site includes head protection, safety glasses, safety boots/shoes, appropriate protective gloves, long sleeve shirts and long pants.

PPE shall be chosen based on the following criteria:

- Meets the requirements of the WHS legislation and complies to the relevant Australian Standards

- Effectiveness in reducing the risks associated with the task to a practical manageable level
- Suitability for the person required to use the PPE
- Ease of use

Additional PPE requirements shall be identified in the task specific risk assessment (e.g. SWMS).

9.9. Young and Inexperienced Workers

Special attention will be paid to the needs of any young or inexperienced workers due to their lack of experience and not being familiar with the EHS requirements associated with the Building & Construction Industry. This will include:

- Ensuring young and inexperienced workers receive adequate supervision.
- Providing adequate training and information to workers.
- On-the-job training.
- Monitoring workers' competency prior to allowing them to perform specific tasks.

Given their youth and/or inexperience, it is critical that they be closely supervised and receive detailed instructions and information about tasks that they are directed to do.

9.10. Hot Weather Guidelines

During summer months of the year the exposure to the dangers of heat related stress and stroke are increased.

The likelihood of suffering from heat stress is affected by:

1. High air temperature;
2. High humidity, which prevents sweat evaporation;
3. Low air movement;
4. Exposure to the sun;
5. Intense physical activity or high work load; and
6. Clothing impairing air movement and sweat evaporation.

9.11. Heat Stress

Heat stress (or heat exhaustion) causes increased sweating depleting the body's fluid and causing heat intolerance. Other signs of heat stress include tiredness, irritability, inattention, headaches, nausea and muscular cramps.

Heat stress can be avoided by:

- Replacing fluid loss (drink more water, juices and other non-alcoholic drinks).
- Increasing air circulation
- Eating healthy meals
- Reorganising work activities to reduce physical demands or working in the shade
- Provide ventilation

- Provide additional breaks

9.12. Safety in Design

Schindler Lifts Australia implements a process for identifying safety in design construction in compliance with the applicable legislation in relation to plant registration. Schindler Lifts Australia will undertake the necessary inspections, testing and servicing to ensure that plant meets all design specifications.

Where deemed necessary, Schindler Lifts Australia will participate in design risk workshops and the development, documentation and implementation of an EHS Design Risk register and the regular review of such register to ensure that it remains relevant to the risks associated with design.

Schindler Lifts Australia shall design and install to a standard and quality at least to the equivalent of AS1735 and AS4431:1996 and will ensure that the relevant plant design and item registration is maintained as required by legislation.



10. EMERGENCY MANAGEMENT

The Site Supervisor/Project Manager will ensure workers have been briefed in the site's emergency procedures. The following table outlines responses to emergency scenarios applicable to the work being conducted.

Type of Emergency	Response
Medical	<ul style="list-style-type: none"> • Attract assistance, call for First Aid Officer. Wait with the injured person until assistance arrives. • Make the incident scene safe for other personnel nearby, if required. • First Aid Officer to provide first aid in accordance with their training. Escalate to emergency services or a medical provider in accordance with their training • Call for ambulance if required or if directed to do so by the First Aid Officer – telephone 000 and 112 (from mobiles) and request an Ambulance. Arrange to meet the ambulance at the building/site entrance or an emergency meeting point. • If further treatment is required, ensure the injured person is escorted (e.g. by Supervisor).
Fire	<ul style="list-style-type: none"> • For small (i.e. small dust-bin sized) fires, attempt to extinguish the fire if trained in the use of a fire extinguisher and if it is safe to do so. • Alert other workers and telephone 000 and 112 (from mobiles). Request Emergency Services (fire) attend. • If the building alarms have not sounded and a Break Glass Fire Alarm is installed, activate the break glass to trigger the alarms, if it is safe to do so. • Notify Supervisor and Site Manager. • If alerted via the emergency warning system, assemble at the internal muster point nominated. Await direction to evacuate from the Emergency Warden. Evacuate immediately if it is not safe to muster at the internal muster point. Evacuate to the designated site Assembly Area, unless directed otherwise by the Emergency Warden. • Feel all doors before opening, if the door is hot don't open it. Open doors slowly, if there is smoke do not enter, close the door and find another exit. Where there is smoke stay low to the ground wherever possible. • If unable to find a clear exit, stay where you are, stay low to the ground and if possible make contact with emergency services and notify them of your location, or if possible signal your position to personnel outside the building.
Suspected Explosive Device / Suspicious Mail	<ul style="list-style-type: none"> • Do not touch – clear the area. • Contact Emergency Services – telephone 000 and 112 (from mobiles) and arrange to meet the emergency service at emergency meeting point. • Notify Supervisor and Site Manager. • Evacuate as per site evacuation procedures. Consider



	<p>evacuating to an alternate Assembly Area.</p>
Electric Shock	<ul style="list-style-type: none"> Do Not Touch the person until the electrical services has been isolated/turned off. Ensure personnel are clear and the hazardous area is isolated. Appoint sentries if required. Initiate first aid response per medical emergency process above. Contact Emergency Services – telephone 000 or 112 (from mobiles). Arrange to meet Emergency Services at the emergency meeting point (e.g. Site entrance or Site Assembly Area). Isolate the live electrical service to the area of concern, if trained in how to do so. Notify Supervisor and the Site Manager. LOTO the electrical service for repair.
Biological/Chemical Spill	<ul style="list-style-type: none"> Ensure personnel are clear and the hazardous area is isolated. Appoint sentries if required. If personnel are exposed, initiate first aid response per medical emergency process above. Contact Emergency Services – telephone 000 and 112 (from mobiles) and request a HAZMAT team. Arrange to meet Emergency Services at the emergency meeting point (e.g. Site entrance or Site Assembly Area). If the chemical is known, obtain a copy of the SDS for the chemical. If it is safe to do so, use spill containment equipment to contain the spill. Cover nearby stormwater drains with containment booms from the spill kit. Notify Supervisor and the Site Manager Await further advice from Emergency Services.
Plant Mechanical Failure	<ul style="list-style-type: none"> Shut down the plant (if trained in how to do so). Isolate the plant of concern. Notify Supervisor and the Site Manager. LOTO equipment for repair.
Severe Weather	<ul style="list-style-type: none"> Shut down all exposed plant and work areas. Do not work in the lift shaft. Where possible tie down all exposed loose materials. If required send all personnel home or to an Assembly Area nominated. Monitor weather conditions via the BOM website.
Earthquake	<ul style="list-style-type: none"> All personnel to take cover under a solid structure, keeping away from glass and materials likely to fall. If indoors; stay, there as there could be falling debris outside. If outside; stay clear of power lines, trees, excavations/trenches etc. Monitor earthquake conditions and for aftershocks via the BOM website. If required send all personnel home or to an Assembly Area. Turn off all equipment. Check for fuel/gas leaks before



	<p>lighting matches/torches etc.</p> <ul style="list-style-type: none">• Check for water or sewerage leaks, broken electrical wiring etc.• Check for cracks and damage in all structures, including the ceiling or roof, and scaffolding.
--	--

11. INCIDENT INVESTIGATION AND CORRECTIVE ACTION

11.1. Injury & Incident Reporting

All injuries and incidents involving near misses, property/plant damage, injuries to the public or damage to the environment are recorded and investigated. The EHS Hazard and Incident Report Form (see Appendix L) shall be completed as a record of the event and the resulting investigation. All such events shall be reported to the Schindler Project Manager/Service Manager and a copy of the investigation form provided within 24 hours of the event occurring.

The Site Supervisor shall ensure action is taken (i.e. interim control measures) to make the incident scene safe until an investigation has been conducted.

The site Supervisor/Project Manager will ensure:

- All injuries/incidents are reported to Schindler.
- Root causes and contributing factors are identified.
- Corrective actions are identified and closed out to address the root causes/contributing factors identified with the aim to prevent a reoccurrence of the incident.

11.2. Notifiable Incidents

The relevant Authority will be made aware of all notifiable incidents within the required timeframes. Where such an incident has occurred, the incident site will be preserved for investigation.

11.3. Injury Management

All injuries will be reported to the designated First Aid Officer in the workplace. Where the injury requires medical attention or off site treatment the Supervisor/Project Manager will accompany the injured employee for further treatment. This form provides a list of Suitable Duties in line with the restrictions that may be placed on them due to the injury.

For all employees returning to work on restrictions, the Return to Work Coordinator will be responsible for:

- Liaising with the insurer and raising a worker's compensation claim (where required).
- Obtaining copies of certificates of capacity.
- Developing a Return to Work Plan.
- Coordinating a safe and sustainable return to work for the injured employee.

The RTW Coordinator shall maintain a file for each Workers Compensation Claim incorporating all records associated with the claim i.e.

- Incident Report
- Work Cover Certificates of Capacity
- RTW Plans
- Workers Compensation Claim Form

-
- Worker Consent Forms
 - Medical Reports received from Worker or Insurer
 - Record of Lost Hours

12. MONITORING EHS PERFORMANCE

12.1. Daily Pre-Start Meetings

A daily review of the effectiveness of the SWMS in place for the job is conducted via Daily Pre Start Meetings. The Site Supervisor and/or Project Manager will lead discussions and implement corrective actions as required.

12.2. Workplace Inspections

Documented workplace inspections are conducted as per the below frequency requirements.

Work Site	Minimum Inspection Frequency	Responsible Person
Installation: Where job is < 3 months Where job is > 3 months	Once only Once every 3 months	Project Manager Project Manager
Modernisation: Where job is < 3 months Where job is > 3 months	Once only Once every 3 months	Project Manager Project Manager
Comprehensive & Sundry Repair sites - project length > than 2 weeks < 3 months	Once only	Repairs Manager
Comprehensive & Sundry Repair sites - project length > 3 months	Once every 3 months	Repairs Manager
Service Sites	As per CPSI schedule	Service Manager/CPSI Inspectors

Workplace inspections, and the resulting follow-up actions, are conducted utilising the Site Safety Inspection Checklist, see Appendix M.

12.3. Health Surveillance

Health surveillance is conducted in accordance with legislative requirements. Accordingly, health monitoring is conducted in accordance with the below table:

Hazard/Exposure	Monitoring Activity	Applicability	Frequency
Asbestos*	Medical examination	Exposed workers (reported incident & material confirmed as ACM via testing)	Following exposure event; then registered on the National Asbestos Exposure Register where required
Lead-based paint*	Medical	Exposed workers (reported incident)	Following confirmed



	examination	material confirmed as containing lead via testing)	exposure event
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*Our workers do not conduct removal of asbestos or lead-based paint.

Records of health monitoring are kept in accordance with confidentiality and privacy requirements.



Appendix A: Safe Work Method Statement Template

Scope of works:		Principle Contractor / Customer Name:	
Schindler Branch Address:	Tel: Fax:	Principle Contractor / Customer ABN:	
Project Manager:		Principle Contractor / Customer Address:	
Site Supervisor: <i>Responsible for SWMS Implementation/Compliance & Site Supervision</i>		Principle Contractor / Customer Contact Name & Number:	
EHS Officer/Manager:		Project Name:	
SWMS Reviewed By:	Signature:	Project Address:	
Last Review Date:		Next Review Date:	
SWMS developed in consultation with:		Resources / Trades	
SWMS Approved By (PM or Senior Manager):		Signature:	
Minimum PPE	Hard Hat, Safety Boots, Safety Glasses or Goggles, High Vis Clothing or Vest, Long Sleeved Shirt, Long trousers, Cut Resistant Gloves (or other Gloves as per SWMS controls listed).	Equipment Maintenance Checks:	



RISK MATRIX

		CONSEQUENCE				
		Disaster	Very Serious	Serious	Substantial	Minor
LIKELIHOOD	Almost Certain	1	1	1	2	2
	Likely	1	1	2	2	2
	Possible	1	2	2	2	3
	Remotely Possible	2	2	2	3	3
	Practically Impossible	3	3	3	3	3

Consequence	Definition	Likelihood	Definition
Disaster	Could cause Death or Permanent Disablement or extensive damage to structures/equipment or the environment.	Almost Certain	Will almost certainly occur
Very Serious	Could cause Severe injury, temporary disablement (Lost Time Injury), occupational illness or major damage to structures/equipment or environment.	Likely	Will probably occur
Serious	Could cause Serious Injury (Medically Treated Injury), Occupational Illness or serious damage to structures/equipment or environment.	Possible	Might occur at some time
Substantial	Could cause Minor injury (First Aid Injury) or Occupational Illness or some damage to structures/equipment or environment.	Remotely Possible	Unlikely to occur but has been known to occur
Minor	Should not result in injury, occupational illness, structural, equipment or environmental damage.	Practically Impossible	No known occurrences but occurrence is conceivable

REFERENCE CODES

Legislation:
WHS Codes of Practice: Construction Work; Managing Electrical Risks at the Workplace; Managing the Risk of Falls at Workplaces; Managing the Work Environment and Facilities; First Aid in the Workplace; Labelling of Workplace Hazardous Chemicals; Managing Risks of Hazardous Chemicals in the Workplace; Hazardous Manual Tasks; Managing Noise and Preventing Hearing Loss at Work; Managing Risks of Plant in the Workplace; How to Manage Work Health and Safety Risks.
Standards: Lift Code (AS1735); Lift Code (EN81); AS3012:2010 Electrical Installations - construction and demolition sites; AS3760:2010 In-service safety inspection and testing of electrical equipment; AS4431:1996 Guidelines for the safe working on new lift installations in new construction; AS 2359.1:2015 Powered Industrial trucks; AS/NZS 1891.1:2007 Industrial fall-arrest systems and devices - Harnesses and ancillary equipment; AS/NZS 1891.4:2009 Industrial fall-arrest systems and devices - Selection, use and maintenance

TRAINING & SKILLS REQUIRED

Induction competency is based on Trade/Industry experience & training, hazard and risk assessment training & safe work practices training.
 Other competencies required include: Construction General Induction Training, Manual Handling, Work Safety at Heights.
 Task specific licences required: Rigging (High Risk Work Licence class RI, RA, RB), State Electrical Licence, Forklift licence (High Risk Work Licence class LF).

Class/Ranking		Description/Requirements
1	H (1) (High level of harm)	Will require detailed pre-planning. Actions will be recorded on a safe work method statement
2	M (2) (Medium level of harm)	Will require operational planning. Actions will be recorded on a safe work method statement.
3	L (3) (Low Level of harm)	Will require localised control measures.
HIERARCHY OF CONTROL:		Once a hazard has been identified and assessed, the hazard must be controlled (removed or minimised). For each hazard determine a control using the following hierarchy starting from 1 through to 6. Risk must be lowered to a level that is as low as reasonably practicable, a combination of controls may be required to achieve this.
1. Remove the hazard completely (Elimination)		e.g. through a design change
2. Substitute the hazard for a safer alternative (Substitution)		e.g. use a safer chemical e.g. use mechanical aids rather than manual lifting
3. Separate people from the hazard (Isolation)		e.g. use effective barriers and edge protection
4. Use an engineered control (Engineering)		e.g. use a machine to lift heavy objects e.g. use scaffolding rather than ladders to reduce the risk of falls
5. Administrative Controls		e.g. training in lifting techniques e.g. tagging procedures
6. Personal Protection Equipment (PPE)		e.g. hearing protection, eye protection



Record of Induction into this SWMS:

Location of Induction:									
I am aware of the hazards identified in each of the SWMS below and understand the controls and responsibilities. I acknowledge that each section/item of the SWMS needs to be signed off as the job progresses.									
Name:		Signature:		Date:		Inducted By:		Inductor Role:	
Name:		Signature:		Date:		Inducted By:		Inductor Role:	
Name:		Signature:		Date:		Inducted By:		Inductor Role:	
Name:		Signature:		Date:		Inducted By:		Inductor Role:	
Name:		Signature:		Date:		Inducted By:		Inductor Role:	
Name:		Signature:		Date:		Inducted By:		Inductor Role:	
Name:		Signature:		Date:		Inducted By:		Inductor Role:	
Name:		Signature:		Date:		Inducted By:		Inductor Role:	
Name:		Signature:		Date:		Inducted By:		Inductor Role:	



Work Activity/Task:				SWMS Reference Number:		
Item	Job Step	Potential Hazard	Initial Risk	Controls	Controlled Risk	Responsible
	•	•		•		•
	•	•		•		•
	•	•		•		•
	•	•		•		•
	•	•		•		•
	•	•		•		•

I am aware of the hazards identified in this SWMS, and understand the controls and responsibilities.										
Name		Signature		Date		Name		Signature		Date
Name		Signature		Date		Name		Signature		Date
Name		Signature		Date		Name		Signature		Date
Name		Signature		Date		Name		Signature		Date
Name		Signature		Date		Name		Signature		Date

Appendix B: Existing Installations Site Risk & Hazard Register

Please retain a copy of this guide with your SRHR as a reminder on how to complete the form.

Step 1 - Accepting Generic Hazards

- There are two sections for identified hazards on the SRHR, a generic hazard section and additional site section.
- The SRHR is not designed to cover every situation. The controls listed are a guide only.
- Always refer to the risk assessment matrix and hierarchy of controls when filing out the SRHR.
- If you agree the control measures for the 'generic' hazard is adequate then simply print name (not initials) and date for each control.
- If you choose alternative controls for a hazard then cross out the entire line and include it into the additional site section.
- Items in the generic section that do not apply to that site should have a line put through them. Each SRHR should be unique as all sites are different.

Step 2 - Including Site Specific Hazards

- Any site specific hazard/s not covered under the generic list should be added to the additional section of the SRHR.
- A hazard report must also be given to your Service Manager for any additionally identified hazards that can't immediately be controlled. It is your Service Manager's responsibility to then follow up any controls that can't be immediately controlled by yourself.

Step 3 - Distribution

- A SRHR should be placed as the first leaf of each lift motor room folder (MRL folder) identifying the hazards that apply to those lifts.
- A copy should be returned to the office via your Service Manager at the next toolbox meeting, along with any hazard report forms where applicable.



Site Risk & Hazard Register

Site Risk & Hazard Register									
Site Name		Site Address			Contract No.			Lift No.(s)	
1. Hazard Identification		2. Evaluation of Hazard *			3. Risk Control & Measure **		Post control	4. Reference	
Work Description	Hazard	Likelihood	Consequence	Risk level	Hazard Control & Measure	Risk level	Name	Date	Initial
Entering / Egressing lift pit	Collision from moving car	Possible	Very serious	2	Take car out of service and isolate, ensure pit stop switch is working	3			
	Slip/Trip whilst climbing ladder	Possible	Serious	2	Maintain 3 points of contact at all times otherwise wear safety harness	3			
	Cuts from doors	Likely	Serious	2	Wear protective gloves	3			
Working in Pit	Water / oil in pit	Possible	Serious	2	Pump the pit dry	3			
	Health Hazard	Possible	Serious	2	Inspect pit for rotting food, biological waste, rodents etc and organise for removal through third party	3			
	Sharps in pit	Possible	Very serious	2	Visual inspection organise removal of sharps by qualified personnell	3			
	Poor or no shaft lighting leading to slip/trip/bump	Possible	Serious	2	Provide adequate portable lighting	3			
Accessing / Egressing top of car	Car not there	Possible	Disaster	1	Apply 6 inch rule when opening doors for visual inspection	3			
	Cuts from doors	Likely	Serious	2	Wear protective gloves	3			
	Debris entering eyes	Possible	Substantial	2	Wear protective eyewear	3			



Accessing / Egressing top of car (cont...)	Uncontrolled movement of lift car	Possible	Very serious	2	Ensure stop switch is working by operating car inspection switch, step back on landing and placing landing call wait 10 sec then check for movement	3			
	Fall hazard	Possible	Disaster	1	Wear protective harness and work from lowest possible landing/fit top of car guard rails	3			
	Trip hazard such as ducting or trap door	Possible	Serious	2	Ensure top of car is as close as possible to floor level. Provide visual highlight via appropriate tape or paint, identify hazard wear a harness if required	3			
Working top of car	Collision from adjoining lift	Possible	Very serious	2	Provide adequate screening otherwise turn adjoining lift off and isolate	3			
	Electrocution while working on electrical equipment	Possible	Serious	2	Isolate electrical power as per LoTo process	3			
	Fall hazard	Possible	Disaster	1	Wear protective harness and work from lowest possible landing/fit top of car guard rails	3			
	Poor or no shaft lighting leading to slip/trip/bump	Possible	Serious	2	Provide adequate portable lighting	3			
Travelling on top of car	Collision from counterweight or shaft fixtures	Possible	Very serious	2	Select designated safe area on top of car and restrict access to this area only	3			
Working in lift motor room	Inadvertant contact with unprotected electrical equipment	Possible	Very serious	2	Provide cover, isolate area using guarding,	3			
	Inadvertant contact with unprotected mechanical equipment	Possible	Very serious	2	Provide guarding, isolate area using guarding	3			
	Trip hazard such as ducting	Possible	Serious	2	Provide ramping or colour duct so as to illuminate	3			
	Electric Shock/Electrocution while working on controller	Possible	Serious	2	Isolate electrical power as per LoTo process	3			



Working in lift motor room (cont...)	Slip Hazard	Possible	Serious	2	Identify hazard and eliminate ie oil, carbon dust	3			
	Asbestos	Possible	Very serious	2	Check building register, handle as per Safety bulletin 38	3			

Additional Site Risks & Hazards

* Refer Risk and Hazard Matrix and Hierarchy of Controls above

** It is the responsibility of the identifying technician to immediately undertake actions as per the Hierarchy of Controls that will ensure the safety of all workers and passengers.



Appendix C: Training Register

Company Name:																	
Employee Name	Construction Induction No. (White Card)*	Sub-Contractor and Schindler Lifts Aus Induction completion date	Electrical Licence Required Y / N	Electrical Licence No.*	Electrical Licence Expiry Date	Rigging Required Y/ N	Rigging Expiry Date*	Dogging Required Y / N	Dogging Expiry Date*	Provide First Aid	Working Safely at Heights	Manual Handling Competency	Forklift Licence	Crane Operatpr Licence	Welding Competency	Asbestos Removal	Grinding Competency
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Appendix E: Safety Walk Form

Safety Walk – Field
 Employee Safety Behavior Observation

* Date: ___ / ___ / ___
W mm dd



* Site name (include WBS for NI) : _____

* Observer name : _____

* Business:

Employee:

• Name: _____

• Age: ___ Years

* • Years within lift business: ___ Years

* • Years within Schindler: ___ Years

- Schindler Employee
- Labour Hire
- Subcontractor

- New Installation
- Service / Maintenance
- Repair
- Modernisation

Schindler

* = Mandatory fields

OFFICE USE ONLY	Initial	Date
Entered into Register		
Entered into ESI Database		

* *Remarks and comments related to observation*

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* Methods & procedures

- *Informs site keeper and workers of arrival/ departure on site and marks out work area*
- *Takes a while to check work environment before starting*
- *Acts safely for current task (Methods and Safety Handbook)*
- *Has asked for emergency rules when coming to the site*

Yes	No	N/A	Action needed	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	001
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	002
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	003
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	004

* Environment

- *Makes work area (incl. vehicle) clean and tidy*
- *Identifies and takes into account hazards on site*
- *Has reported or noticed any near miss or unexpected situation*
- *Drives and parks vehicle safely*

Yes	No	N/A	Action needed	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	005
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	006
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	007
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	008

* Tools

- *Has tools in good condition for use and well packed*
- *Uses relevant and proper tools for the task at hand*

Yes	No	N/A	Action needed	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	010

* PPE

- *Has PPE in good condition for use*
- *Wears or uses PPE properly*

Yes	No	N/A	Action needed	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	011
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	012

* Local observations (Available for local observation items)

- *Has a safety harness and uses it when required*

Yes	No	N/A	Action needed	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	013

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Employee signature.....

Safety Walk – Field
 Employee Safety Behavior Observation

Action Items related to observations

Related Question	Issue raised	Action Item	Completed	
			Date	Initial
Q..				
Q..				
Q..				
Q..				

* Local discussion points

- *Is aware of the last global fatality & branch incidents*
- *Is aware of the latest safety news/bulletin*

	Yes	No	N/A	Action needed	
<i>Local 2</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	014
<i>Local 3</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	018

Remarks and comments related to discussion points

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Note for the observer:

- The objective of safety walk is to enhance the safety awareness of employees, so that the behavior will be changed. It is not an audit.
- If the result of the observation is NO, it is an opportunity to create an action item related to.
- For one item, only if all the scope is correct then the result is YES. If only a portion of the scope is correct then the result is NO. If the item is not applicable to the observed situation, the result is N/A.
- You are required to give at least 3 positive and/or corrective feedbacks to the employee before you finish this observation.
- Once finished, make sure this form is reported in ESI.

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Appendix H: Lifting Equipment Register

Lifting Gear Inspection and Test Register					
Tool Box Team Responsible:					
Description	Plant No.	Date of Last Inspection	Condition	Inspected by	Date for Next Inspection
				Qualification:	
				Qualification:	
				Qualification:	
				Qualification:	
				Qualification:	



Appendix I: Hazardous Chemical Register

Hazardous Chemical Register

Ref #	Manufacturer	Name	Hazardous Chemical Yes / No	Dangerous Good Yes / No	Labelled Yes / No	Uses	SDS Issue Date	Location on site
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Appendix L: EHS Hazard and Incident Report Form

Employee <input type="checkbox"/> Subcontractor <input type="checkbox"/> General Public <input type="checkbox"/>		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		Report #
Name:		Department: NI <input type="checkbox"/> EI <input type="checkbox"/> Mods <input type="checkbox"/> TFS <input type="checkbox"/> Other <input type="checkbox"/>		
Company (subcontractors only):		State: NSW <input type="checkbox"/> VIC <input type="checkbox"/> QLD <input type="checkbox"/> WA <input type="checkbox"/> SA <input type="checkbox"/> ACT <input type="checkbox"/> NT <input type="checkbox"/>		
Job Title:		Years at Schindler:	Years in Industry:	
Schindler Supervisor:		Site Address:		
Injury <input type="checkbox"/> Near miss <input type="checkbox"/> Hazard <input type="checkbox"/>		Date of incident:	Time of incident: AM/PM	
Date incident reported:		Time incident reported:	Witness:	
Is the incident notifiable to a Regulator (e.g. WorkSafe, EPA; leave blank if unsure): No <input type="checkbox"/> Yes <input type="checkbox"/>				
Injury to General Public: No <input type="checkbox"/> Yes <input type="checkbox"/>				
Did Schindler stop work at the site following the incident? No <input type="checkbox"/> <1 day <input type="checkbox"/> >1 day <input type="checkbox"/>				
Nature of Injury:		<input type="checkbox"/> No Injury	<input type="checkbox"/> Superficial	<input type="checkbox"/> Eye
<input type="checkbox"/> Burn	<input type="checkbox"/> Contusion/Bruise	<input type="checkbox"/> Cut/Laceration	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Back Pain
<input type="checkbox"/> Electric Shock	<input type="checkbox"/> Fracture	<input type="checkbox"/> Puncture wound	<input type="checkbox"/> Sprain-Strain	<input type="checkbox"/> Crushing
<input type="checkbox"/> Environmental	<input type="checkbox"/> Other			<input type="checkbox"/> Multiple

DESCRIPTION OF INCIDENT: Attach photos, drawings, witness statements and relevant supporting documents.

Describe the incident (what happened):

What happened leading up to the event (describe the task, equipment, parties involved, hazardous conditions, etc.)?

What initial action has been taken to make the area/task safe:

ROOT CAUSE: Define what happened (the incident), and ask 'why' until you find the root causes.

What happened?		
	Root Cause 1	Root Cause 2
Why 1		
Why 2		
Why 3		
Why 4		
Why 5		
Root causes identified:		

CORRECTIVE ACTION: For the root causes above, identify corrective actions that will prevent the incident reoccurring.

Action	Action Owner	Due Date	Date Closed

Schindler Lifts Australia Pty Ltd
Sub-contractor EHS Management Plan Template



Product Type: (tick all applicable)	Building Type:	Activity at Time:	Operation:	
<input type="checkbox"/> 3300	<input type="checkbox"/> Off Site (Road)	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Climbing	<input type="checkbox"/> Electrical
<input type="checkbox"/> 5500	<input type="checkbox"/> Office	<input type="checkbox"/> NI – High Rise	<input type="checkbox"/> Drilling	<input type="checkbox"/> Other: _____
<input type="checkbox"/> 7700	<input type="checkbox"/> Residential	<input type="checkbox"/> NI – Low Rise	<input type="checkbox"/> Welding/soldering	
<input type="checkbox"/> S93 Series (ESC)	<input type="checkbox"/> Plant RD	<input type="checkbox"/> Modernisation	<input type="checkbox"/> Kneeling	
<input type="checkbox"/> S95 Series (MW)	<input type="checkbox"/> Industrial site	<input type="checkbox"/> Repairs	<input type="checkbox"/> Hoisting/rigging	
<input type="checkbox"/> S97 Series (ESC)	<input type="checkbox"/> Public/Official	<input type="checkbox"/> Office (sales etc.)	<input type="checkbox"/> Adjusting	
<input type="checkbox"/> Hydraulic elevator	<input type="checkbox"/> Hospital/Medical	<input type="checkbox"/> R & D	<input type="checkbox"/> Cabling/roping	
<input type="checkbox"/> Eurolift	<input type="checkbox"/> Hotel	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Grinding/chiselling	
<input type="checkbox"/> Traction machine room	<input type="checkbox"/> Construction	<input type="checkbox"/> Passenger	<input type="checkbox"/> Stacking rails	
<input type="checkbox"/> Traction machine room less	<input type="checkbox"/> Shopping	<input type="checkbox"/> SAIS Testing	<input type="checkbox"/> Tightening bolts	
<input type="checkbox"/> Non-Schindler Elevator	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Lifting	
<input type="checkbox"/> Non-Schindler Escalator			<input type="checkbox"/> Driving	
<input type="checkbox"/> Other: _____			<input type="checkbox"/> Jumping	

From Where:	On What:			PPE Used:
<input type="checkbox"/> Elevation >2m	<input type="checkbox"/> Balustrades	<input type="checkbox"/> Safety Gear	<input type="checkbox"/> Motors	<input type="checkbox"/> Safety shoes
<input type="checkbox"/> Elevation <2m	<input type="checkbox"/> Header/strut	<input type="checkbox"/> Limit switch	<input type="checkbox"/> Travelling cable	<input type="checkbox"/> Respiratory protection
<input type="checkbox"/> Landing	<input type="checkbox"/> Door frame	<input type="checkbox"/> Car panel	<input type="checkbox"/> Limit & cams	<input type="checkbox"/> Helmet
<input type="checkbox"/> Hoist way	<input type="checkbox"/> Drop ceiling	<input type="checkbox"/> Governor	<input type="checkbox"/> Controller	<input type="checkbox"/> Uniform used
<input type="checkbox"/> Ladder	<input type="checkbox"/> Door interlocks	<input type="checkbox"/> Drives	<input type="checkbox"/> Suspension rope	<input type="checkbox"/> Eye protection used
<input type="checkbox"/> Scaffold	<input type="checkbox"/> Jacks	<input type="checkbox"/> Steps	<input type="checkbox"/> Pit wall bracket	<input type="checkbox"/> Gloves used
<input type="checkbox"/> Loading Dock	<input type="checkbox"/> Hand rails	<input type="checkbox"/> Car slings	<input type="checkbox"/> Sills/frames	<input type="checkbox"/> Fall protection
<input type="checkbox"/> Machine Room	<input type="checkbox"/> Moving walk	<input type="checkbox"/> Return pulley	<input type="checkbox"/> Safety edge/ ray	<input type="checkbox"/> Hearing protection
<input type="checkbox"/> Other	<input type="checkbox"/> Cable duct	<input type="checkbox"/> Car top	<input type="checkbox"/> Installation hydro	<input type="checkbox"/> Reflective vest
	<input type="checkbox"/> Door drive	<input type="checkbox"/> Rails	<input type="checkbox"/> Other	<input type="checkbox"/> None

Injury Description

Injured area:

First aid given: Y N

Consulted a doctor: Y N **Date:** ____ / ____ / ____

Escorted to doctor by:

Medical certificate issued: Y N N/A

Work status: Returned to work same day
 Returned to work the following day
 Did not return to work the following day i.e. time lost

Employee address:

Employee Mobile No.: _____ **Cost centre:** _____ **Date of birth:** _____ **Circle the Injured Area**

Return to Work Coordinator to complete

Fitness for work: Fit for normal duties Fit for restricted duties Unfit No certificate

Insurer notification: Y N N/A **Date of notification:** _____

Name: _____ **Signature:** _____ **Date:** _____

Does the incident or corrective action(s) require review of a procedure? (e.g. additional PPE, change in equipment or process, new hazard). Supervisor/Manager to complete this section and liaise with the EHS Officer/Manager to review the procedure.

SWMS Yes No Document Reference: _____

Site Risk & Hazard Register Yes No Document Reference: _____

Work Instruction Yes No Document Reference: _____

Other: Yes No Specify: _____

Update communicated to work team

Date: _____ **Mode of Communication (e.g. Toolbox Talk):** _____

Communicated by (name): _____ **Signed:** _____

Reviewed by – To be signed only once the root cause(s) and corrective actions have been identified.

Supervisor – Supervisor to ensure feedback on the corrective action taken is provided to the Reporting Person.

Name: _____ **Signature:** _____ **Date:** _____

Appendix M: Site Safety Inspection Checklist

Schindler Lifts Site Safety Inspection Checklist				
Site Name:		Job No:	Date:	
Inspected By:		Accompanied By:		
Ratings: 1 = Immediate Attention Required; 2 = Urgent Attention Required; 3 = Attention Advised; S = Satisfactory; N/A = Not Applicable				
Item	Issues	Rating	Comments	Closed
Site Safety Plan and/or Safe Work Method Statement	On Site			
	Training Provided			
	Used			
	Risk assessments available			
	Field Safety Handbook available			
Access Lift/Escalator Machine Room/ Controller	Door lockable, signage			
	Electrical Hazards (inadvertent contact)			
	Mechanical Hazards (inadvertent contact)			
	Lock & Tags available			
	Lock & Tag procedure understood			
	Authorised bridges available & procedure understood			
Access Top of Car	Access/Egress device working			
	TOC accessed safely			
	Safe moving from TOC understood/used			
	Emergency stop/Inspection control available			
Access Lift/Escalator Pit	Access/Egress device working			
	Risks assessed- controls implemented such as barricades			
	Emergency stop switch available/reachable			
	Pit accessed safely			
Hoistway Entrances	Adequate guarding available and locked			
	Adequate Signage			
Incident Report Forms	Available On Site			
Safety Signs	In Place			
	Appropriate			
Safety Equipment	First Aid Kits			
	Head/Eye/Face Protection			
	Respiratory/Hearing Protection			
	Hand/Foot Protection			
	Protective Clothing			
	Fall Protection			
Amenities	Appropriate			
	Facilities			
	Cleanliness			
Lighting	Access Areas			
	Motor Room/Shaft			
	Storage Areas			
Entrance Protection	Fixings			
	Mesh			
	Locks			
	Roof			

