



Safety Planning Required



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This guide is applicable to all workers (including contractors) and outlines the criteria that Indara requires to be effectively addressed and managed during the planning and execution of commissioned work activities. Workers are expected to integrate these criteria into their Health Safety Environment Quality (HSEQ) management systems and plans. As a minimum, Indara anticipates evidence of adherence to these criteria in workers' HSEQ management systems and plans.

LEGAL AND CONTRACTUAL OBLIGATIONS

IDENTIFICATION OF STATUTORY REQUIREMENTS

Contractors are expected to identify, understand, and document relevant commonwealth, state, territory, and local statutory requirements and obligations applicable to the project.

CONTRACTUAL HSEQ OBLIGATIONS

Contractors should identify, understand, and document contractual health, safety, and environment quality (HSEQ) obligations specified in the project agreements.

ROLES AND RESPONSIBILITIES CLARIFICATION

Clear documentation of contractual relationships, roles, and responsibilities between parties involved in the project are required.

OPERATIONAL RELATIONSHIPS DOCUMENTATION

Contractors must document operational relationships, roles, and responsibilities between parties involved in the project. Workers should be informed about the relevant personnel in these positions.

ISSUE ESCALATION AND COMMUNICATION

ISSUE ESCALATION PROCESS

Contractors should establish a systematic process for escalating issues related to the project to Indara. This process should be communicated to all workers and understood by them.

PRINCIPAL CONTRACTOR AND SWMS REVIEW

PRINCIPAL CONTRACTOR REVIEW

If a principal contractor is appointed, Safe Work Method Statements (SWMS) should be reviewed for quality by the principal contractor and approved for use by a competent person before commencing work.

ENVIRONMENTAL PERMITS AND APPROVALS

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Necessary environmental planning permits and approvals should be obtained, and any stipulated conditions from these permits should be included in operational planning documents.

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PRINCIPAL CONTRACTOR COMPLIANCE

PRINCIPAL CONTRACTOR AWARENESS

Principal contractors should be fully aware of and compliant with their responsibilities and obligations mandated by relevant legislation.

AUTHORISATION AND PERMITS

AUTHORISATION IDENTIFICATION AND COMPLIANCE

A system must be in place to identify necessary authorisations, and these should be obtained before initiating works. Any permits required by legislation or Codes of Practice must adhere to those requirements.

FIRST AID AND PPE

FIRST AID PROVISIONS

First aid provisions must be identified, aligned with hazards, and suitable for the workplace's size and potential risks.

RELEVANT PPE IDENTIFICATION

Appropriate personal protective equipment (PPE) should be identified, planned for, well-maintained, available, and worn as required.

EMERGENCY RESPONSE

EMERGENCY RESPONSE PLANNING

Contractors are required to develop and document emergency response plans, with regular drills planned to ensure preparedness.

SAFE ACCESS AND EGRESS

ACCESS AND EGRESS PLANNING

Contractors should consider and provide safe access and egress routes in work areas.

FITNESS FOR WORK

FITNESS FOR WORK PROCESS

A documented process to assess the fitness of workers for their tasks should be in place.

UNSAFE WORK CEASE PROVISIONS

CEASING UNSAFE WORK

A provision to cease unsafe work when there's a reasonable concern for health, safety, or environmental risks should be upheld.

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PUBLIC NOTIFICATIONS AND SIGNAGE

PUBLIC NOTIFICATIONS

Systems should be established for public notifications of intended works where applicable.

SIGNAGE REQUIREMENTS

Signage displaying the principal contractor's name, contact details, and emergency numbers, complying with AS 1319, should be prepared and placed at access and egress points.

RISK MANAGEMENT

HAZARD AND RISK IDENTIFICATION

Hazards and risks related to the scope of works should be identified, documented in a risk register, and controlled effectively.

INTEGRATION OF INDARA'S RISK MANAGEMENT PROCESSES

Indara's risk management processes should be reviewed and integrated into the safe systems of work.

USE OF HAZARDS AND RISK INFORMATION

Hazards and risk information should be analysed and factored into documented safe systems of work.

HIERARCHY OF CONTROL FOR RISK MITIGATION

Risks should be controlled using the hierarchy of control to ensure effective risk mitigation.

SWMS FOR HIGH-RISK CONSTRUCTION WORK

Specific SWMS should be developed for high-risk construction work activities and be in use at the workplace. Workers impacted by these activities should sign onto the SWMS.

MANAGEMENT OF HAZARDS AND EXPOSURE STANDARDS

Hazards associated with manual tasks and exposure standards should be managed appropriately.

CONTROL OF FALL HAZARDS

Activities with the potential for objects or individuals to fall from height should be identified and controlled effectively.

REMOTE WORK COMMUNICATION

Workers engaged in remote or isolated work should have efficient methods of communication to seek assistance if needed.

PROTECTION OF SENSITIVE ELEMENTS

Elements of the surrounding landscape and environment that require protection should be identified, and control measures should be implemented to prevent unnecessary harm.

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RISK MANAGEMENT (CONTINUED)

EFFECTIVE SPILL CONTROL

Suitable provisions for spill control that align with workplace hazards and the environment should be established.

FACILITY AND ENVIRONMENT MAINTENANCE

Methods to keep workplace facilities and the environment clean and orderly should be documented.

ONGOING RISK ASSESSMENT

Risk assessments should be conducted or reviewed when changes to processes, original work plans, or the workplace may impact health, safety, or the environment.

TRAINING AND COMPETENCY

RELEVANT CERTIFICATION AND COMPETENCIES:

Contractors should identify and document relevant worker certifications, licences, training, and competencies.

CERTIFICATION VERIFICATION

Training providers should be qualified, and the currency of certification should be confirmed before training commences.

INDARA INDUCTIONS

All workers should possess current Indara inductions.

EFFECTIVE TRAINING COMMUNICATION

Relevant information and training should be communicated to work groups, health and safety committees, representatives, and workers before work commences.

TIMELY INFORMATION AND TRAINING

Workers should receive timely information, training, and instruction regarding work activities, hazards, risks, and control measures.

USE OF INCIDENT INVESTIGATION REPORTS

Incident investigation reports should be utilised to identify potential training needs.

TRAINING RECORDS RETENTION

Records of workers' training should be retained and readily accessible.

COMPETENCY REQUIREMENTS DEFINITION

A documented system/method should exist to define the competency requirements for operating a mobile plant.

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SAFE DESIGN

RISK MANAGEMENT APPROACH

A risk management approach should be applied to structural design, with necessary information gathered to develop a safe design.

SAFE DESIGN ASSESSMENT

Structural designers should undertake a safe design assessment and provide a design plan, safety report, or similar document.

INCLUSION IN DESIGN DOCUMENTS

Design plans, safety reports, or similar documents should include comprehensive details, including design phases, risk management methodology, safe plant, structure, and substance use.

DOCUMENT CONTROL

This document will be reviewed as necessary or as scheduled in Indara's Documents Review Register.

AUTHORISATION

Approved	
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Author	

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