Nomination cover sheet

Project or office name: Ipswich/Logan Interchange Project
Initiative (if applicable):
Business Unit and division: Northern Region, construction
Project or office address: 44 Waterford Road, Gailes QLD 4300
Primary contact name and number: Rebecca Humphries 0429 610 266
Other key contacts: Warren Crowther 0429 610 266

Category
- Safety & Health Excellence

Provide a brief Description of Entry (no more than 100 words)
The project has an impressive overall on site and public safety record which reflects the strong safety culture held by all levels of the project team.
A series of safety initiatives developed by the project team such as:
- the Take 2 & Get Home Safe campaign
- safety innovations developed by the project team
- continuous improvement initiatives such as Safety Incident Reviews, Lessons Learnt Workshops, Innovation Awards and Hypothetical Scenario Workshops
To achieve this above ordinary safety record, a strong safety culture a series of ‘out of the square’ initiatives were and developed that are more than just the standard safety practices.
Safety and Health Excellence

Ipswich Motorway Upgrade: Ipswich/Logan Interchange
Gailes, Queensland

Congratulations Ipswich/Logan Interchange project team on achieving 1,000,000 man hours lost time free.
# 2009 Leighton Excellence Awards
## Safety and Health Excellence

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Executive summary

To the project team, *Safety & health above all else* are not just words on a poster—this Leighton value is a way of life.

The Ipswich/Logan Interchange Project has an outstanding overall safety record. Currently the project team has worked in excess of 1.1 million man hours—remarkably without one serious injury recorded during the life of the project.

The project also holds an equally impressive public safety record. In particular, motorway vehicle incidents have seriously decreased since construction begun in February 2007.

The project’s strong safety culture permeates through all levels of the project team.

This attitude towards safety is clearly demonstrated through a series of safety initiatives developed by the project team. Key initiatives include:

- the *Take 2 & Get Home Safe* campaign
- safety innovations developed by the project team
- continuous improvement initiatives such as Safety Incident Reviews, Lessons Learnt Workshops, Innovation Awards and Hypothetical Scenario Workshops

What makes these safety achievements remarkable is the complex nature of this around-the-clock road construction job. Work is conducted in a highly congested space sandwiched between two lanes of live traffic and alongside two major roads, the Ipswich and Logan Motorways. The Ipswich Motorway carries 100,000 vehicles a day and has a notoriously high crash rate.
The project team understands that to achieve an above ordinary safety record, a strong safety culture and successfully overcome project challenges, they must adopt a series of ‘out of the square’ initiatives, and develop tools that are more than just the standard safety practices.
Criteria 1: Visible and proactive leadership

On the Ipswich/Logan Interchange Project, strong safety leadership has resulted in a flow-on effect, creating a strong safety culture amongst the entire team, which in turn has resulted in an excellent safety record.

Overall safety record

The Project Manager is the biggest champion for safety on the project, and sets an excellent example in living the value of *Safety and health above all else*.

An example of this occurred on the project recently when a new traffic controller wrote to the project client, the Department of Main Roads, to raise concerns about fatigue while on night shift. His employer, a project subcontractor, was angry that the traffic controller had not followed protocols for raising issues and wanted the traffic controller taken off the project until he had spoken to the traffic controller personally.

The Project and Traffic Managers intervened and acted on this issue immediately. They ensured the traffic controller stayed on the project, as it is important to encourage feedback—particularly on safety—from all team members, regardless of reporting protocols.

The Project Manager promptly called a meeting with all the project’s traffic controllers. The meeting was an opportunity to discuss safety onsite, resolve any issues and clearly communicate the project’s safety policies.
This action sent a strong message to the workforce that their concerns would always be heard, discussed and acted on.

**Take 2 & Get Home Safe campaign**

Strong encouragement and support from project management also resulted in the development and implementation of a series of successful safety communication campaigns.

Below is the evolution of the Take 2 series of campaigns. This submission will focus on Take 2 & Get Home Safe as it is the most recently completed.

![Take 2 & Get Home Safe campaign timeline]

*Take 2* targeted vehicle incidents, as it was found that 50% of safety incidents were vehicle related. *Take 2 & Get Home Safe* targeted personal injuries, as it was found that these made up a bulk of the other 50% of safety incidents. *Take 2 & Finish Safe* was launched in April 2009 to promote the safe completion of the project.

A range of people were involved in developing *Take 2 & Get Home Safe* to target safety behaviour on site. The table below shows the input provided from different groups during the planning and implementation phases. This demonstrates how involvement at all levels of the project team has initiated accountability and support of the campaign:

<table>
<thead>
<tr>
<th>Team members</th>
<th>Input to campaign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leighton Contractors senior</td>
<td>✓ Provided corporate perspective on campaign</td>
</tr>
<tr>
<td>management</td>
<td>✓ Provided access to corporate resources for campaign</td>
</tr>
<tr>
<td></td>
<td>Apr–Aug 08</td>
</tr>
<tr>
<td></td>
<td>Nov 08–Mar 09</td>
</tr>
<tr>
<td></td>
<td>Apr 09–ongoing</td>
</tr>
<tr>
<td>Team members</td>
<td>Input to campaign</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Project management team            | √ Reviewed incident trends and evaluated different alternatives  
√ Reviewed and refined campaign key messages  
√ Provided resources to support campaign  
√ reviewed programmed works to identify increased structure activities |
| Communication and Safety Teams     | √ Manage planning, rollout and measurement of campaign  
√ Refine campaign key messages  
√ collated and reviewed project and company safety data including incident register  
√ reviewed industry reports  
√ conducted a survey for all site workers to get top five safety hazards  
√ Produce communication material including posters, toolbox talks, recollection tests |
| Project foremen                    | √ Reviewed incident trends and evaluated different alternatives  
√ Decided on campaign logo and key messages |
| Safety committee (including       | √ Reviewed incident trends  
√ Reviewed proposed campaign |
representatives from the field)     |
| Engineers and all safety critical roles | √ Responsible for conducting weekly safety inspections |

The key to the success and longevity of the campaign is the support and the leadership from all levels of the project team. The project team used the knowledge from a variety of project members to get a well rounded and relevant message that created accountability responsibility for safety on site.
Simply complying with standard safety practices and benchmarking legislation alone is not enough to create a strong safety culture and reduce incidents onsite.

**Safety innovations**

The project’s strong safety leadership and culture creates an environment where team members are continuously considering safety. Team members are regularly thinking of and actioning innovative safety ideas that reduce hazards and potential incidents on site.

These are detailed further on page 11.

**Continuous improvement initiatives**

Strong safety leadership is also demonstrated through the project’s commitment to continuous improvement in safety performance. The project has developed a series of initiatives that enable the team to set preventative measures and capture safety learnings effectively.

- **Hypothetical Scenarios Workshops**
  - No actual incident, hypothetical incident only

- **Safety Incident Reviews**
  - Class 1 or 2 (potential or actual) incident has occurred

- **Lessons Learnt Workshops**
  - Debrief after a major/high risk activity, regardless of whether an incident has occurred

- **Hypothetical Scenarios Workshops**
  - Developed by the Construction and Safety Managers, based on actual work activities but hypothetical scenarios—eg, if the project is excavating in a specific area, the hypothetical scenario could be
based on a vehicle rollover in that area that injures the excavator operator.

√ Purpose is to review safety processes on the project to identify any gaps before an incident occurs.

○ Safety Incident Reviews
  √ Developed to review safety processes after a Class 1 or 2 (actual or potential) incident has occurred.
  √ Led by the Project Manager and the Safety Team with the team member involved and their supervisor, within a no-blame environment to ensure personal accountability and continuous learning.

○ Lessons Learnt Workshops
  √ Developed by the management team to review key learning points after major/high risk/critical path activities such as deck unit erections, demolitions and major traffic switches.
  √ Run by the Project and Safety Managers and involves the Area Managers, Project Engineers and Foremen.
  √ During the workshop the team debriefs on safety performance including a review of the Safe Work Method Statement as well as to gain positive or negative feedback on the overall performance.

○ Innovation Awards
  √ Launched in April 2009 by the management team to recognise team members’ innovative ideas, as the complexity of the project required innovative solutions and individuals taking the right approach needed to be recognised.
  √ Safety is a key criterion for these awards, followed by out of the box solutions, collaboration between teams, and time, cost, environmental and community benefits.
Criteria 2: People and culture

On the Ipswich/Logan Interchange Project, team member involvement is important—the culture of the project is that of *Safety and health above all else* and accountability: looking after your work-safety and the safety of your work-mate.

Encouraging innovation and enthusiasm

Overall safety record

The project celebrated the achievement of 1 million man hours without serious injury in February 2009; this has contributed to the morale of the project team as a whole.

The project team’s continuously strong safety attitude has contributed to the project’s impressive public safety record. The project is always aware and looking out for potential hazards that may cause harm to the community and the travelling public, quickly acting upon noticing an obstruction such as debris or flooding on the road.

*The team has a strong safety culture that is evident at all levels of the project.*
**Take 2 & Get Home Safe campaign**

The message of *Take 2 & Get Home Safe* is a personal and emotive one. *Take 2 & Get Home Safe* motivated the team to change their safety behaviours through a combination of behavioural and procedural motivators.

*Speaker Blair Taylor gave his personal story about his workplace injury.*

**Behavioural:**

- Team structure - the project team was broken up into three teams, this created some healthy competition among the workforce.

- Recollection testing – the team was on their recall of the *Take 2 & Get Home Safe* message.

- Communication material - each month a new poster was launched, these included workers on site and their families.

*See appendix 1*
Procedural:

- Focus areas - each month of the campaign a new safety focus area was introduced (these focus areas are as a result of direct feedback from the planning survey and meeting with the Foremen)
- Safety inspections - each week all engineers and people in safety critical roles conducted safety inspections.
- Recognition (‘Tracking Success’ scoreboard) - each month, the data from the safety inspections are compiled and the winning team announced. The scores were displayed as a “tracking success” score board.

Safety innovations

The project team live the value of safety onsite. A reflection of their proactive safety attitude is the innovations that team members have implemented. Some of these safety innovations include:

- The implementation of a pre-cast super structure for pedestrian bridge over the Ipswich Motorway. This involved the bridge super structure, including beams and deck, being constructed on the ground and lifted onto the sub structure. This substantially reduced the number of high-risk activities such as beam lifts and concrete pours being performed over live traffic.
Development of a deflection screen that allowed traffic to continue to flow safely while piles were driven. The screen is easily slid into place, held down by concrete blocks and is free standing of existing wall panels. Advantages include: the existing walls do not support any weight and are not potentially damaged by the addition of supporting structures. Most importantly, it removes the risk of dropping scaffolding onto live traffic.

Development of a guard that protects against the risk of workers falling while digging deep pile holes - still allowing the rig to operate and workers to view the progress.

Implementation of colour codes for the entry and exit of gates to the work site. Red indicating no entry/exit and green indicating go-ahead. This was successful in stopping site traffic from using incorrect gates and potentially causing an accident when site traffic was entering or exiting the motorway.
Continuous improvement initiatives

The project team use a range of tools to build safety culture, safety awareness and a proactive attitude toward safety on site. This is present at all levels of the project team - from the workers, foremen, engineers, area managers to the project manager.

- Hypothetical Scenarios Workshops
  - Based on potential safety incident that haven not actually happened. A mock scenario is used to test the team’s preparedness for such an event occurring. This allows the team to analyse strengths and weaknesses before an incidents happens. This encourages proactive and preventative safety culture.

- Lessons Learnt Workshops
  - A new initiative used to reviewing high risk activities such as demolitions and major traffic switches regardless of whether or not any incidents have taken place. The key players are involved in the workshops the activity is broken down to see what could have been done more effectively. During the workshop open and honest discussions are encouraged and a no blame culture exists within the team.

During the workshop open and honest discussions are encouraged and a no blame culture exists within the team.
- **Safety Incident Reviews**
  - Conducted when an incident either a class 1 or 2 or potential class 1 or 2 has taken place. The project team involved reviews the incident to understand what went wrong and what could have been done to prevent an incident occurring. Again, it is important that a no blame environment and one that encourages learning exists.

- **Innovation Awards**
  - A new initiative used to reward innovations by the project team members. The project aims to use these as a tool to encourage innovative ways to work more safely and efficiently.
Criteria 3: Systems and processes

How learnings are captured and shared

Take 2 & Get Home Safe campaign

“The innovative thing about this campaign is that we are able to measure safety behaviour on site and then use this to target specific areas of weakness. Ultimately it is a tool that can measure, prevent and reduce incidents occurring on site”.

Warren Crowther, Project Manager
Ipswich/Logan Interchange Project

The Site Safety Meter was developed as the key measurement tool for the Take 2 & Get Home Safe campaign. It identifies areas of deficiencies, safety trends and gaps in the field. This is a weekly tool filled out by each engineer during safety inspections - data is relevant and continuously kept up to date to reflect what is occurring out on site.
The results of the safety inspections are shared with the team through a number of channels including:

- recognition and the ‘Tracking Success’ scoreboard which is displayed around the site and announced at toolbox talks
- regular meetings with the Project Manager at project updates
- the results are regularly monitored by the Safety Manager to spot trends and weaknesses in safety behaviour on site
- the results are used for planning for future campaigns such as the Take 2 and Finish Safe campaign which the project is currently rolling out.

*See appendix 2

### Safety innovations

Safety innovations are captured through the construction management plan where written instructions about how to perform the task are recorded.

Safety innovations are also communicated to the rest of the team through the publication of newsletters and through the presentation of the Safety Innovation Awards.
Continuous improvement initiatives

- Hypothetical Scenarios Workshops
  - √ Allow the revision and identification of how the safety processes are followed in a mock incident and then improvements can be made. It also assesses the training and competencies of the workforce.
  - √ This information is recorded in the documentation and a list of actions are drawn up and distributed to the relevant people involved.

- Lessons Learnt Workshops
  - √ Documentation is reviewed and corrective actions are listed and sent to the foremen, engineers, area managers and project manager for actioning.

- Safety Incident Reviews
  - √ Review documentation is completed and the list of corrective actions is distributed to the team members – providing responsibility to those who are involved. These actions are then recorded in the incident register for future reference.

*See appendix 3*
Criteria 4: Enhancing performance

The results

The project delivered safety performance results in a number of areas, as detailed below.

Overall safety record

- Project safety
  - Since construction began in February 2007, the project has successfully logged over 1.1 million man hours without recording a lost time injury.

- Public safety
  - A lot of the safety risks of the old alignment have been designed out as per the client brief. However, the project still faces the daunting task of planning and executing the works safely on a motorway that carries more than 100,000 vehicles daily—the project designs Traffic Control Plans that strike the balance between ‘making it work’ and ‘making it safe’ and has contributed to the reduced crash rate on the motorway.
  - The chart below shows that there have been no fatalities since the project began, and the average number of crashes has dropped from 42.25/year (pre-construction) to 37.5/year (during construction)
Take 2 & Get Home Safe campaign

- The campaign ran from November 2008 to February 2009, with the following results:

<table>
<thead>
<tr>
<th>Measure</th>
<th>Target</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project incident register</td>
<td>Reduce personal injuries by 50%</td>
<td>Average number of personal injury incidents pre-campaign (May-Oct 2008): 6.6 per month</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Personal injury incidents during campaign</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 13 1 7</td>
</tr>
</tbody>
</table>

The average number of personal injury incidents per month has dropped from 6.6 to 6.25
<table>
<thead>
<tr>
<th>Measure</th>
<th>Target</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site safety meter inspections</td>
<td>90% compliance</td>
<td>Inspection results</td>
</tr>
<tr>
<td></td>
<td></td>
<td>80%</td>
</tr>
<tr>
<td>Inspections specifically targeting risks/hazards for personal injuries were carried out for the first time on the project. The results revealed that while most workers complied, the threat of worker complacency was very real—given that the project has been ongoing for almost two years.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recollection tests</td>
<td>90% recollection</td>
<td>Recollection results</td>
</tr>
<tr>
<td></td>
<td></td>
<td>95%</td>
</tr>
</tbody>
</table>

**Safety innovations**

- The project produced a number of safety innovations, which are detailed on page 11.

**Continuous improvement initiatives**

- The project held four Hypothetical Scenario Workshops between June 2008 to present, which produced *preventative measures* such as:
  - Ensuring all persons onsite sign off on the daily pre-start prior to commencing works
  - Foremen to identify competencies of work crew members before assigning tasks.
The Hypothetical Scenario Workshops involve team members from all levels

- The project carried out 2 Safety Incident Reviews from June 2008 to present, which prompted number of actions to prevent similar Class 1 or 2 (or potential) incidents from recurring. These included:
  - holding daily toolboxes on communication between vehicles to ensure that delivery truck drivers new to the site are in communication with crews onsite
  - implementing additional pot-holing when identifying crossing of services as a specific condition of permit

- The Lessons Learnt Workshops are a new initiative that extends that reviews critical path/major activities. The first workshop has resulted in the project team working to ensure:
  - timely organisation of inductions and major plant inspections, rather than leaving these to the last minute
  - delivery of toolbox/pre-start meetings to workers in a conducive learning environment, which is not overcrowded or noisy.

- The project’s monthly Innovation Awards began in April 2009, and have safety as the one of the key criteria. The first innovation to be awarded was erection of the pedestrian bridge spanning over east and west bound lanes of the Ipswich Motorway, which reduced the amount of time needed to work over live traffic.
The benefits

The excellent results in enhancing performance have delivered a range of benefits for the team, project and business as a whole.

Team level

- Overall, safety incidents are reduced. Through Take 2 & Get Home Safe and the continuous improvement initiatives above:
  - potential safety issues are identified and acted upon
  - learnings from incidents that have occurred are recorded and actions undertaken to prevent recurrence.

- Personal accountability for safety is increased.
  - Take 2 & Get Home Safe drives the message of each individual being accountable for working safe to get home safe to family and friends. It has also increased accountability among engineers and safety critical employees, as they are held accountable by the Project and Safety Managers for weekly Site Safety Meter inspections.
  - The Safety Incident Reviews and Lessons Learnt Workshops provide a ‘no-blame’, self improvement environment that encourages team members to take accountability for their actions where they have contributed to a potential or actual safety incident.
  - The Hypothetical Scenario Workshops promote team members’ accountability for considering potential hazards/risks when planning a work activity.

- A positive workforce through positive reinforcement.
  - Take 2 & Get Home Safe’s competition structure and the ‘Tracking Success’ scoreboard and recognised and rewarded safety behaviour and compliance.
  - The Innovation Awards encourage new ways of working more efficiently and safety.
**Project level**

- Higher productivity due to reduced incident rates.
- Reduced costs due to reduced incidents—less money spent on equipment damage, injury treatment and replacement labour hire.

**Business level**

- The project is recognised for having an impressive safety record for both onsite and public safety.
- *Take 2 & Get Home Safe* is adaptable and flexible, therefore it can be moulded to fit other Leighton Contractors’ projects—variables such as safety issues can be modified to suit the hazards relevant to the site.

“**The future of the campaign is bright and opportunities seem endless. The campaign is unique because it can be tailored to adapt to any one of Leighton Contractors’ projects; this means other projects could also enjoy the benefits of the campaign.**”

Reese Deaves, Civil Construction Manager

NR - Leighton Contractors
Criteria 5: Continuous improvement

Evaluation

Overall safety record

- Following are the methods/tools used to measure project safety:
  - √ Project incident register—records all incidents onsite
  - √ Compulsory safety inspections—required by legislation, ie weekly
    by engineers and monthly by management
  - √ External inspections—undertaken by the client Department of Main
    Roads, contract administrators SMEC and Leighton Contractors NR’s
    corporate safety representatives.

Regular safety inspections
are undertaken by engineers,
management, the client and
contract administrators
**Take 2 & Get Home Safe campaign**

- Qualitative evaluation
  - ‘Tracking Success’ scoreboard displayed results from the Site Safety Meter inspections and indicated if compliance was being met.
  - The project incident register indicated if the number of personal injuries were decreasing or increasing.

- Quantitative evaluations
  - Regular consultation with foremen and project management about campaign progress
  - Recollection testing indicated the recall of the message—this tool was also used to gauge workers’ feedback about the message:

> “Ensuring you and your work colleagues adopt correct work procedures so we can all go home safely.”

  Ken Richardson, Survey

> “Take 2 is about being careful and assessing the job at hand so you can get home safely.”

  Steven Cowie, Structures

> “Take time to observe your surroundings to make sure things are safe so you get home safe.”

  Paul Topp, AWD

> “Take two minutes to assess the task at hand for hazards to ensure you and your workmates go home safely.”

  Anthony Zammit, Earthworks

**Safety innovations**

- Innovations are developed by team members and evaluated by supervisors before implementation.
Continuous improvement initiatives

- The project measured the effectiveness of these initiatives in the following ways:

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Evaluation methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hypothetical Scenario</td>
<td>√ Compliance with SWMSs, safety documentation and safety processes/procedures for the actual work activity that the hypothetical scenario is based on</td>
</tr>
<tr>
<td>Workshops</td>
<td>√ Quality of preventative measures/recommendations tabled</td>
</tr>
<tr>
<td></td>
<td>√ Implementation of preventative measures/recommendations</td>
</tr>
<tr>
<td>Safety Incident Reviews</td>
<td>√ Compliance with SWMSs, safety documentation and safety processes/procedures for the work activity during which the Class 1 or 2 (actual or potential)</td>
</tr>
<tr>
<td></td>
<td>incident occurred</td>
</tr>
<tr>
<td></td>
<td>√ Level of participation by attendees</td>
</tr>
<tr>
<td></td>
<td>√ Quality of actions for preventing recurrences tabled</td>
</tr>
<tr>
<td></td>
<td>√ Implementation of actions to prevent recurrences</td>
</tr>
<tr>
<td>Lessons Learnt Workshops</td>
<td>√ Compliance with SWMSs, safety documentation and safety processes/procedures for the high risk/critical path work activity</td>
</tr>
<tr>
<td></td>
<td>√ Level of participation by attendees</td>
</tr>
<tr>
<td></td>
<td>√ Quality of actions for preventing recurrences tabled</td>
</tr>
<tr>
<td></td>
<td>√ Implementation of actions to prevent recurrences</td>
</tr>
<tr>
<td></td>
<td>√ Reduced recurrences of action items</td>
</tr>
<tr>
<td>Innovation Awards</td>
<td>√ Nominations must meet criteria of improving safety and efficiency</td>
</tr>
<tr>
<td></td>
<td>√ Quality of nominations</td>
</tr>
</tbody>
</table>
Achieving continuous improvement

To maintain an excellent safety record, the project always works towards continuous improvement.

Sharing and communicating

- The Safety Manager regularly compares safety issues on the project against industry standards—this is shared with team members through weekly toolboxes and the monthly project newsletter to improve safety awareness.

- The Safety Manager attends the Western Corridor Safety Meetings (the Western Corridor group consists of all the Department of Main Roads civil infrastructure projects operating in a region between Brisbane’s western suburbs and Ipswich). Learnings from other projects are shared on this project.

Take 2 series of campaigns

- The Take 2 series—*Take 2, Take 2 & Get Home Safe* and *Take 2 & Finish Safe*—each have been adapted to fit the ever-changing needs of the project. Each campaign has been improved on.

Continuous improvement initiatives

- By their very nature, these initiatives are geared towards capturing safety learnings to ensure safety performance is improved continuously.

- Actions and recommendations tabled at forums such as the Hypothetical Scenario Workshops, Safety Incident Reviews and Lessons Learnt Workshops are assigned to an officer responsible and deadlines for action are set. The Project and Safety Managers have overall accountability for ensuring the actions and recommendations are put in place.
Safety innovations and winners of the monthly Innovation Awards are publicised in the project newsletter to encourage other team members to think of new ways to work safer and more efficiently.
Appendix 1

Take 2 & Get Home Safe posters
“Every chance I get I’m out fishing on the boat; I work safe so I can do the stuff I enjoy best.”

CARL KIRCHEN, GENERAL FOREMAN – DRAINAGE AND PUP
“I spent my Christmas break fishing and camping with my kids; I work safe so I can keep sharing these moments with them.”

DAVE PEDERSEN, SURVEYOR
"The reason I work safe is so I can get home and play with my grandkids”

ROD NEWBLE, GENERAL FOREMAN – CIVIL

(left to right) Hudson Newble, Ethan Newble and Morgan Newble with their grandad Rod Newble
Appendix 2

Tracking Success Scoreboard & Site Safety Meter
# Site Safety Meter

**Instructions:** Site Safety Meter records both compliance and non-compliance. To measure an area, observe each item of the defined criteria, mark as “correct” if it meets the safety requirements; otherwise, the item is scored as “not-correct.”

**Location:** _______________  **Date:** _____________
**Task Observed:** ______________  Company: ___________  **Observed By:** ______________

**Discipline:** (please circle) Earthworks  Pavements  PUP  Drainage  Structures  Bridges  RSS  Finishing Works  Other

<table>
<thead>
<tr>
<th>Category</th>
<th>Principles of samples</th>
<th>Criteria</th>
<th>Correct</th>
<th>Not Correct</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Vehicle Safety- implementation of Take 2 site vehicle requirement</td>
<td>In each work area or zone observed  • Each vehicle</td>
<td>• All drivers/passengers are wearing seat belts  • Vehicles are travelling at a safe speed.  • Access gates are being used correctly  • Radios are being used correctly  • Drivers check surrounding before moving off or  • Vehicles parked in a safe location</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 2. PPE- compliance with site requirements | In each work area or zone observed  • Each worker | The person is using the required PPE or safety equipment correctly and is not taking any obvious risk i.e. in addition to site PPE  
**Quick cut:** chaps, face shield, hearing protection, gloves  
**Grinder:** face shield, hearing protection, gloves  
**Dogging:** gloves | | | |
| 3. Housekeeping- Work area tidiness, organisation of lay apart | In each work area or zone observed  • Access way  • Lay apart | • Access ways are clear  • Working platform clear, e.g. deck on scaffold  • General work area is clear of trip hazards and any rubbish or off cuts do not affect work flow  • Waste bins not overflowing | | | |
| 4. Fall Prevention | In each work area or zone observed  • Each Worker  • Each excavation/trench  • Each earth cutting | • Workers wearing fall protection where above 2m (live edge)  • Appropriate edge protection: handrails, toe boards  • Adequate edge protection in place for all excavations/ trenches /cuttings  
• Physical barrier (high risk): Windrows, PCB’s, temporary fence  
• Visual barrier (low risk): barrier mesh, flagging  • Defined fall zone (as practicable) | | | |
| 5. Manual handling | In each work area or zone observed  Each worker | • Task is assessed  • Team lifting used where appropriate  • Correct lifting posture  • Clear pathway to move  • Where task is repetitive then:  
• Sufficient personnel available  
• Personnel rested or rotated | | | |
| 6. Electrical Safety | In each work area or zone observed  • Each portable power device  • Overhead Power Line  • PUP | • In current Test Date and Tagged  • No damage and in good safe working condition  • Over head power lines clearly signed  • Spotter used as required per activity  • Permit to dig utilised | | | |
Appendix 3

Safety Incident Review form
This form is to be used in conjunction with Q1215-SH-4100 Environmental and Safe Work Method Statement Review Checklist

**EVENT:**

**DATE:**

**DIVISION:**

**EVENT NUMBER:**

<table>
<thead>
<tr>
<th>Attendance:</th>
<th>Name:</th>
<th>Signature</th>
<th>Date</th>
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File Name: Take 2 Incident Review
## Incident Review

<table>
<thead>
<tr>
<th>Required Documentation</th>
<th>Responsible Person</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Has a relevant ESMWS been written and approved prior to the incident?</td>
<td>Project Engineer</td>
<td>x</td>
</tr>
<tr>
<td>2. Has the relevant risk been identified in the SMWS?</td>
<td>Project Engineer</td>
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<tr>
<td>3. Is the control nominated for the risk appropriate?</td>
<td>Project Engineer</td>
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<tr>
<td>4. Has a JSA been completed to identify risk? I.e. restricted space, poor visibility (night work)</td>
<td>Foremen / Safety</td>
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<tr>
<td>5. Has a toolbox talk been carried out to the workforce?</td>
<td>Foremen</td>
<td></td>
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<tr>
<td>6. Has the individual involved in the incident signed on to a toolbox record for the ESWMS?</td>
<td>Foremen / Safety</td>
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<tr>
<td>7. Has a site inspection been carried out and recorded to check the controls are in place?</td>
<td>Foremen</td>
<td></td>
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</tbody>
</table>

File Name:  Take 2 Incident Review
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<tbody>
<tr>
<td>8.</td>
<td>Is the inspection period as per the monitoring table?</td>
<td>Foremen</td>
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<td>9.</td>
<td>Is all other relevant documentation in place?</td>
<td>Foremen / Safety</td>
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<tr>
<td></td>
<td>a. Permit to dig</td>
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<td></td>
<td>b. Incoming plant inspection</td>
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<td>c. Daily plant inspection</td>
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<td></td>
<td>d. Operators ticket</td>
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<td></td>
<td>e. Pre-start meeting record</td>
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<td>10.</td>
<td>Did the person involved in the incident attend a project induction? <em>Show induction records</em></td>
<td>Foremen / Safety</td>
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OUTCOMES:
## Corrective Actions

<table>
<thead>
<tr>
<th>Ref:</th>
<th>Item</th>
<th>Action</th>
<th>Responsibility</th>
<th>By When</th>
<th>Closed</th>
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