



Safety Manual

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*D & M Plant Hire
Safety Plan*

1.0 Introduction

1.1 Purpose

The purpose of this Plan is to provide D & M Plant Hire Workers and their Clients with an understanding of D&M Plant Hire's policies, processes and resources for ensuring the effective management and minimisation of workplace injury and environmental harm in all of D & M Plant Hire's operations.

Note: For the purposes of this Safety Plan, the term 'Workers' applies collectively to D & M Plant Hire's employees and contractors collectively.

1.2 Scope

The D & M Plant Hire Safety Plan is applicable to, and provides the framework for the consistent and effective management of the following:

- Recruitment, onboarding and training of workers;
- Procurement, maintenance and safe operation of plant and equipment; and
- Ongoing monitoring and review to ensure plant and services are delivered in an effective, compliant and safe manner.

1.3 D & M Plant Hire Background

D & M Plant Hire is a leader in wet and dry hire of late model civil construction equipment and trucks for bulk and detailed earthworks on oil, gas and mining sites, road and rail work. Equipment is fitted with the latest safety and operating efficiency features, as standard items, including low emission motors and reversing cameras. The business combines high levels of reliability and efficiency with leading risk management approaches to deliver safety and productivity benefits to clients.

The D & M Plant Hire fleet comprises:

- Excavators, combos, positrack and skidsteers;
- Water carts, tandem, low loaders, truck and dogs; and
- Attachments cover the full range from buckets to rock breakers, post hole borers, rock grabs, pulverisers, shears, trenchers, profilers, brooms, screening buckets, vibe plate, rippers, spreader bars, tilting batter buckets and heavy duty dig buckets.

1.4 Development of the SMS

D & M Plant Hire has established a Safety Management System (SMS) which is certified to the international standard ISO 45001:2015. The SMS aims to ensure the hire of plant and services are consistent with statutory health and safety requirements and ensuring risks are minimised to as low as is practicable.

Health and Safety requirements are set within a certified Integrated Management System framework which comprises the quality, safety and environmental elements of D & M Plant Hire's operations.

Management is committed to ensuring the SMS is appropriately resourced and actively supported.

2.0 HSEQ Policy

D & M Plant Hire has an integrated HSEQ Policy as follows:

We have established this HSEQ policy to be consistent with the purpose and context of our organization. It provides a framework for the setting and review of Quality, OH&S and Environmental objectives in addition to our commitment to satisfy applicable customers', regulatory and legislative requirements as well as our commitment to continually improve our management system. Our commitment further includes the following:

Customer focus: As an organisation, we have made a commitment to understand our current and future customers' needs; meet their requirements and strive to exceed their expectations.

Leadership: Our Top Management have committed to creating and maintaining a working environment in which people become fully involved in achieving our objectives.

Engagement of people: As an organisation, we recognise that people are the essence of any good business and that their full involvement enables their abilities to be used for our benefit. To this end we commit to consultation and participation of workers, and, where they exist, worker's representatives.

Process approach: As an organisation, we understand that a desired result is achieved more efficiently when activities and related resources are managed as a process or series of interconnected processes.

Improvement: We have committed to achieving continual improvement across all aspects of our quality, environment and OH&S management systems; it is one of our main annual objectives.

Evidence-based decision making: As an organisation, we have committed to only make decisions relating to our IMS following an analysis of relevant data and information.

Relationship management: The company recognises that an organization and the relationship it has with its external providers are interdependent and a mutually beneficial relationship enhances the ability of both to create value.

Environmental and OH&S Performance: We are committed to protecting the environment, including the prevention of pollution, the prevention of risk of injury and ill health to workers and the wider community and conforming with any applicable OH&S and Environment legislation.

Our policy is also to meet the requirements of other interested parties and in meeting our social, environmental, charitable, regulatory and legislative responsibilities.

We have produced Quality, OH&S and Environmental objectives which relate to this policy and they can be found in document R09 Quality, Environmental and OH&S Objectives.

This policy is available and communicated to all interested parties as well as being made available to the wider community through publication on our Website.

3.0 Risk Management

3.1 Risk Identification, Assessment and Control

Risk management is central to the D & M Plant Hire's SMS and aims to ensure risks are identified, assessed, and reviewed and are minimised to as low as is reasonably practicable.

3.2 Safe Work Method Statements

Safe Work Method Statements:

- Identify the key work activities;
- Identifies the safety risks, and describes the control measures that will be applied to the work activities;
- Describes how work is to be carried out; and
- Includes a description of the equipment used in the work, the standards or codes to be complied with, the qualifications of the personnel doing the work and the training required to do the work.

Safe Work Method Statements (SWMS's) are developed and maintained for key plant and site activities and focus primarily on high risk plant and high-risk activities. SWMSs applicable to the work being undertaken are reviewed and retained on site for the duration of services provided.

SWMS are reviewed and updated whenever there has been a significant change to task or activity identified, following an incident relating to the task or activity, after a significant hazard is identified relating to the task or activity or periodically as required.

3.3 Risk Assessments

Risk assessment have been undertaken for key high-risk plant and are available to the Customer on request. The risk assessments ensure key hazards associated with the relevant plant are identified and assessed, so that key controls can be identified and implemented as practicable to minimise the risks of such plant to as low as is reasonably practicable.

3.4 Pre-Starts

Prior to the use of any mobile plant the operator must ensure a documented pre-start inspection has been completed and the machine is safe to operate. Any additional site-specific risks and controls have been identified and discussed at the daily prestart and documented on the Daily Job Docket.

3.5 Work Site Entry & Security Risk Management

D & M Plant Hire workers must notify the Site Supervisor of your presence on site before commencing work each day. Where requested, they will sign the Visitor's register or Worksite Risk Assessment upon entry to work site and egress. Any unusual occurrences must be reported by the worker to the site supervisor.

3.6 Electrical Safety

D & M Plant Hire Pty Ltd will ensure that the use of electrical wiring, portable tools and extension leads will be in accordance with the applicable Code of Practice or Australian Standard. Where a more specific provision is not made in the Code of Practice conformance will be to the provisions of Australian Standard AS-3000, Wiring Rules.

If required by the Client, all electrical equipment brought onto site will be listed in the *Electrical Equipment Register*.

3.6.1 Inspection & Tagging

All electrical equipment is to be inspected, tested and tagged in accordance with the relevant legislative requirement and Australian Standards by a competent person and is documented.

- Whilst on site any electrical equipment found without a tag of current date issued by a suitably qualified person will not be used.
- Where an electrical item is located without a current inspection and test tag proof of the electrical items currency of inspection and test will be provided or the item removed from site immediately.
- When used on a construction site all electrical equipment will be connected to an Earth Leakage protection device at all times.
- Extension leads will not be joined together.
- All plugs and sockets will be non-rewireable (moulded) or transparent.
- Electrical equipment will not be placed on, or near, wet areas unless the equipment is designed for the specific purpose, e.g. pump.

Where electrical equipment is hired, e.g. portable generators, work lights and extension leads, D & M Plant Hire Pty Ltd will ensure that the same requirements for Occupational Health and Safety as those required on site are specified to the Hire Company as a condition of the Hire Agreement.

3.7 Hazardous Substances

A copy of each MSDS must be readily accessible to the location at which a substance is stored, decanted or used.

Prior to hazardous substances being used on a project D & M Plant Hire Pty Ltd will submit a Safety Data Sheet (SDS) to the Principal Contractor.

No substances will be brought on site without a current SDS.

D & M Plant Hire Pty Ltd will consider the following when selecting hazardous substances:

- Flammability and explosiveness
- Toxicity (short and long term);
- Carcinogenic classification if relevant;
- Chemical action and instability;
- Corrosive properties;
- Extent of PPE required; and
- Environmental hazards Storage requirements.

3.7.1 Storage

All storage and use of hazardous substances will be in accordance with the SDS.

All hazardous substances will be stored in their original containers with the label intact at all times.

3.7.2 Use

- Where practicable the material with the lowest possible hazard capability that meets the technical requirements for the job will be used.
- Prior to using the hazardous substance all workers involved in its use will be provided with adequate information and training to allow safe completion of the required task.
- As a minimum safety standard, all safety precautions, listed on the SDS for the hazardous substance, must be followed when using the substance.

3.8 Plant & Equipment

- D & M Plant Hire Pty Ltd will carry out regular inspection and maintenance of plant and equipment.
- Where a relevant Australian Standard is appropriate, e.g. AS-2550 for cranes, the inspection, use and maintenance of the plant will comply as a minimum with the Standard.
- Registers and physical test tags will be in place as applicable to enable assurance that the required testing, inspection and maintenance is being carried out.
- Where no Australian Standard is provided, the inspection, use and maintenance of the plant will comply as a minimum with the Manufacturers Recommendations.

3.9 Determination of Plant and Equipment

D & M Plant Hire Pty Ltd will carry out an assessment of the most appropriate type of plant and equipment for the required job. The assessment will include the identification of potential hazards, the level of risk and the provision of appropriate controls to eliminate or minimise the risk to health and safety of workers. This process will include both the plant and/or equipment itself and its impact on the surrounding workplace.

3.10 Fire Ant Risk Management Policy

Businesses must request a DPI&F inspection before disturbing or moving high-risk materials in a restricted area.

As part of the fire ant eradication program, regulations apply to businesses that move high-risk materials within and out of the Fire Ant Restricted Area.

Key points about the regulations are: A site inspection must be conducted by a Department of Primary Industries and Fisheries (DPI&F) inspector or an approved person prior to disturbing more than 1 m³ of soil.

Businesses must not move fire ant infested material outside the restricted area without the approval of a DPI&F inspector and only to approved disposal sites within a restricted area. Infested soil may only be moved to a DPI&F approved disposal site.

All high-risk materials must be treated before being moved out of the restricted area.

Materials not infested with fire ants may be disposed of within the restricted area using approved disposal sites only. A business must be on an Approved Risk Management Plan or use a 'Fire ant declaration' forms to move high-risk materials (unless otherwise exempt or directed).

All materials moved from within the restricted area must be accompanied by a movement certificate or 'Fire ant declaration' form. The ***Plant Protection Act 1989*** provides penalties of up to \$375,000 for breaching control regulations

potential hazards consideration will be given to all aspects of the plant and equipment including design, work environment, operational conditions, abnormal conditions, ergonomic principles, transportation, storage, installation and erection, access and egress for maintenance, adjustments, repairs, cleaning, use, operator competencies, dismantling and disposal.

A schedule of maintenance will be maintained for all items of plant and equipment and will be made available to the Principal Contractor on request.

3.11 Mobile Phones

- Mobile Phone usage must be kept to a minimum on all job sites. Private calls are not tolerated. Only calls to and from office are acceptable during work hours.
- You must not place or answer a call while in transit or operating mobile plant.
- You must be parked in a safe position before placing or receiving a mobile phone call.
- You may only receive calls whilst in transit if correctly using an approved hands-free kit (i.e.: earpiece or cradle).
- The use of mobile phone whilst refueling is strictly prohibited.

3.12 Personal Protective Equipment (PPE) Rules

- Safety footwear to be worn at all times.
- High visibility vest / shirt at all times (retro reflective for night work).
- Long sleeve shirt (as required times although recommended)
- Long pants / overalls as required.
- Hearing Protection - Ear muffs / ear plugs as required.
- Eye Protection - Safety / sunglasses as required.
- Hand Protection as required.
- Sunscreen / barrier cream as required.
- Hard Hat or broad brimmed hat as required.

4.0 Training and Competency

D & M Plant Hire engages employees and contractors (Workers) in a structured and systematic way to ensure workers have the qualifications and competencies required to meet legal obligations and to perform the work safely and effectively.

A structured health and safety training program is in place to ensure workers understand the hazards and risks of their work and can work safely.

The D & M Plant Hire Training and Licences Register provides a summary of the health and safety training and licence requirements for all workers, and the training undertaken.

4.1 Induction

Employees are inducted in accordance with the *D & M Plant Hire Induction Checklist* to ensure all onboarding requirements are completed.

5.0 Roles and Responsibilities

5.1 Director and Senior Management (Officers)

Officers of D & M Plant hire are responsible for ensuring the following:

- Adequate resources (financial and personnel) are allocated to ensure that D & M Plant Hire is able to fulfil its legislative obligations;
- Identification and documentation of hazards and risks associated with tasks undertaken at D & M Plant Hire operations;
- Identification and documentation of identified risk controls in Safe Work Method Statements (SWMSs) and Employee and Contractor Induction forms;
- Conduct training of workers in the SWMS, Work Instructions and Employee and Contractor Induction Sign-off forms;
- Ensure that supervisors and Line Managers provide ongoing supervision of workers on site; and
- Proactively discuss and promote health and safety in the workplace and consult with workers on a regular basis regarding their health and safety.

5.2 Supervisor Responsibilities

Supervisors and Line Managers are responsible for the following:

- Ensuring that their reports have received the required training and have the relevant licences (tickets) to enable them to undertake their work safely (refer to D & M Plant Hire Training and Licences Matrices);
- Providing supervision and instruction to their reports to ensure that they undertake their work in a safe manner and in accordance with training and instruction received;
- Responding immediately to non-compliant behaviour by reports, ensuring that corrective actions are implemented prior to authorising reports to recommence work.
- Securing and managing Incident/Accident scenes, in consultation with Site Management, in an appropriate manner, and ensuring the appropriate release of the scene after the incident;
- Conducting Incident investigations and closing off on the incident investigation process (once corrective actions have been implemented or delegated as appropriate) in accordance with the D & M Plant Hire Incident Management Procedure; and
- Facilitating the return to work and rehabilitation process for their reports by working in consultation with their report/s, the designated Return to Work and Rehabilitation Coordinator and D & M Plant Hire Management, as applicable.

5.3 Employee & Contractor Responsibilities

D & M Plant Hire Workers are responsible for:

- Not knowingly acting in such a way as to put at risk their own or others health and safety;
- To follow all instruction and training received as part of their engagement by D & M Plant Hire;
- To comply with any drug and alcohol testing being conducted.
- Presenting fit for work. This means that they must:
 - Report existing injuries or illness to their Supervisor prior to commencing work; and
 - Must not present to work under the influence of drugs or alcohol. D & M Plant Hire has a Zero Tolerance Drugs and Alcohol Policy and any workers found to have drugs or alcohol in their system will be subject to disciplinary action.
- Where specified by the Client or Supervisor, Workers must complete a Site Induction, and follow the instruction and training received in the Site Induction.

- Minimum PPE for all project or service work is safety steel-cap boots, hi-vis vests or hi-vis long sleeve shirts, and long pants, and PPE specified by the Client and as specified in the Safe Work Method Statement (SWMS), procedure and the relevant Work Instruction.
- In the event of any unsafe act or condition being identified whilst an area is under the control of, or occupied by, the Worker:
 - The Worker must report this to the Site Supervisor and their Supervisor immediately; and
 - If conditions are such that it is not safe to continue to undertake the work, the *Worker* must stop work until such time that the condition has been rectified and it is safe to resume the work.
- Any incident, non-compliance and/or injury incurred during the Worker's engagement with D & M Plant Hire must be reported to the Site Supervisor and the D & M Plant Hire Supervisor as soon as practicable.
- Workers are not permitted to answer or talk on mobile phones while undertaking high-risk work (work at height, using dangerous tools or in shared vehicle/pedestrian zones). Specifically, the use of mobile phones is prohibited during driving, while walking around site and when the Worker is located where there is a risk of a fall from height. When using a mobile phone on site the Worker is required to stop and find a safe place to stand prior to engaging in a mobile phone conversation.
- Follow all instruction and training received during their engagement with D & M Plant Hire.

6.0 Consultation & Communication

D & M Plant Hire Pty Ltd recognizes that consultation with workers is essential in identifying potential hazards that can be eliminated, or minimized, before injuries occur.

Periodic Toolbox Talks will be used to help Supervisors manage safety, to provide a forum for workers to have their say about safety issues and to help ensure safety awareness is maintained throughout the project. Where applicable, specific safety issues will be raised, accidents reviewed, controls identified and presented for evaluation and familiarization or safety alerts discussed.

Toolbox Talks will be used to train workers in their obligations for operational work.

7.0 Incident, Hazard, Emergency Response & Near Miss Reporting

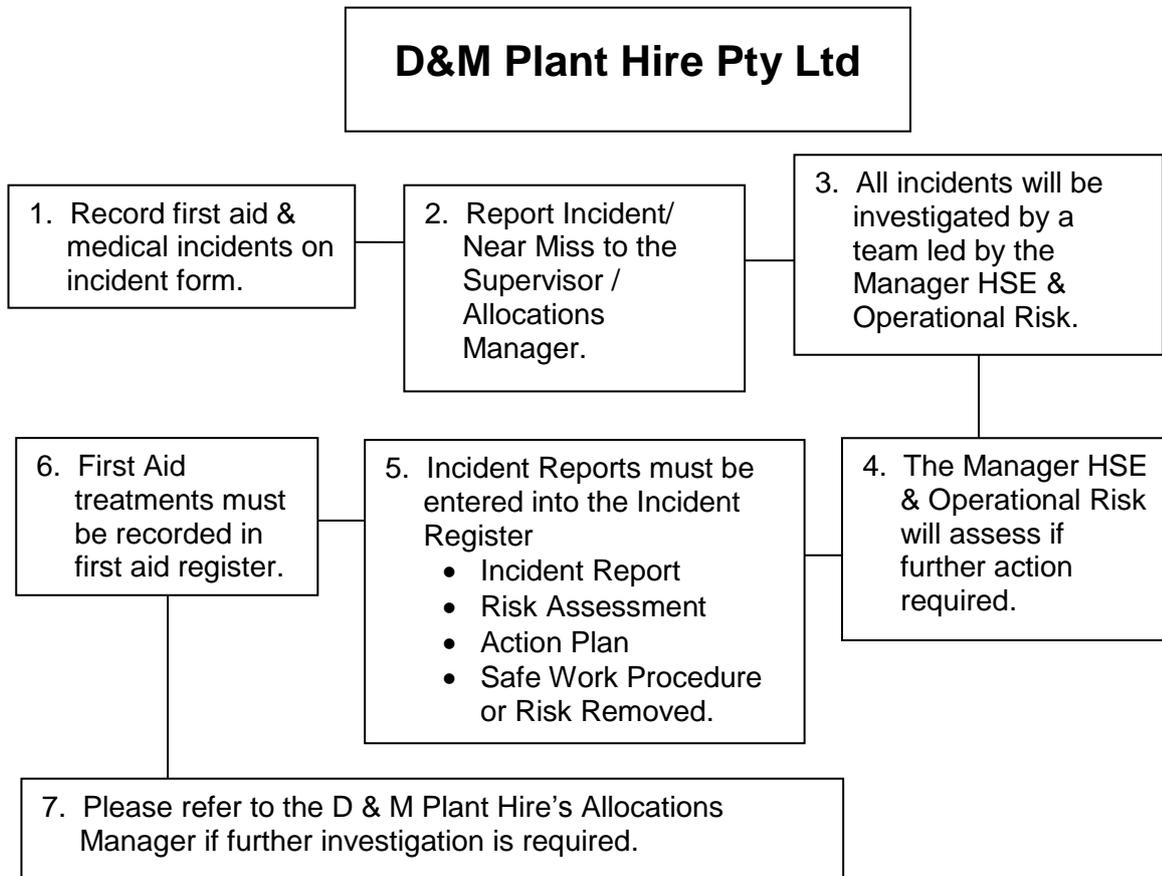
Incidents are defined as any unplanned workplace event which results in:

- Injury;
- Illness;
- Damage to vehicles, mobile plant, equipment or property;
- Environmental Harm;
- Adverse customer impact or process loss; or
- Security Violation or theft.

A 'near miss' that had the potential to result in any one of the above consequences. A record of all incidents/near misses are retained in the D & M Plant Hire Incident Register to enable hazards to be identified and assessed and controls to be implemented to minimise future risks.

7.1 Incident Response Procedure

The D & M Plant Hire Incident Response Procedure is illustrated below:



7.2 Emergency Numbers

The following Numbers are provided on site specific SWMS (as applicable) in the event of an emergency.

- Police, Fire, Ambulance - 000 (24/7)
- State Emergency Services – 132500 (24/7)
- Queensland Urban Utilities – business hours 132657, after hours 132364
- Queensland Department of Primary Industries (DPI) – 132523
- Department of Transport & Main Roads – 132380
- Energex – 136262 (24/7)
- Nationwide Towing & Transport – 134869 (24/7), Barnes Auto 32741111 (24/7)
- Dial before you Dig – 1100
- Banana Shire Council – 0749929500, environmental 0448701140, roads 0408 067 196
- Gladstone Regional Council – 0749700700, emergency after hours 0749791134
- Lockyer Valley Regional Council – 1300 005 872 (including emergency after hours) Maranoa Regional Council – 1300 007 662, Roads 0429 066 873, Water/Sewerage/Gas 0418 720 690
- Toowoomba Regional Council – 131872 (including emergency after hours)
- Western Downs Regional Council – 1300 268 624 (including emergency after hours)
- Brisbane City Council – 34038888 (24/7)
- Gold Coast City Council – business hours 1300 694 222, after hours 1800 637 000
- Ipswich City Council – 38106666
- Redland City Council – business hours 38298999, after hours 38298765

7.3 Fire & Evacuation

- Fire extinguishers are fitted to all vehicles and plant.
- Fire extinguishers are tested and tagged every 6 months.
- In the event of fire, Workers are advised to fight fire - only if safe to do so.
- Workers are prohibited from interfering with fire extinguishers unless they are to be used in an emergency.
- If an extinguisher is discharged, even partially, it must be tagged with an Out Of Use Tag or returned to D&M' office for replacement immediately
- In the event of an evacuation, e.g. chemical spill, fire, explosion etc, all workers are to proceed to a suitable assembly area as designated by the site supervisor.

7.4 First Aid

- First Aid Kits are provided in all vehicles and mobile plant.
- In the event you require first aid treatment immediately report to the nearest first aider who will provide the necessary treatment
- Work Site Supervisor to be notified immediately, thus enabling them to raise the alarm and notify emergency services (when advising the emergency services, indicate location of the spotter and reference point for the incident).
- First Aid attendants are to remain on site to administer first aid.
- A spotter shall be placed at the site access point to direct emergency services to the incident site.
- In the event of a serious incident the following tasks should be undertaken to ensure emergency vehicles and crews have swift and clear access.

7.5 Spill Kits

Spill kits shall be available in all trucks and work utility.

8.0 Audit and Review

Periodic workplace inspections will be conducted of operational and administration areas to identify workplace hazards, assess associated risks and implement controls as applicable.

Site work will be periodically monitored by D & M Plant Hire Management to ensure work is being conducted by D & M Plant Hire personnel in accordance with the requirements of the Safe Work Method Statement.

9.0 Other Policies

9.1 Drug & Alcohol Policy

D & M PLANT HIRE PTY LTD is committed to providing a safe environment for its workers, clients and visitors.

Drugs and alcohol can influence a Worker's ability to maintain safe practices, endangering themselves and others in the workplace.

D & M Plant Hire has a zero-tolerance policy for drugs and alcohol. This means a D & M Plant Hire Worker must not present to work under the influence of alcohol or illicit drugs.

This policy includes workers engaged in afterhours work, on standby availability, casual or contract workers.

The only exception to this policy would be where prescription drugs are used and a letter from the Worker's doctor is supplied, stating the duties they are able to complete in a safe manner.

Any kind of substance abuse is regarded as a medical condition and D & M Plant Hire would encourage anyone this may apply to, to seek professional support and assistance.

If the Worker feels at any time they are in breach of this policy they are required to notify the Manager immediately. Also, if a Worker suspects any other Worker is in breach of this policy they are required to advise the Manager immediately.

From time to time D & M Plant Hire Pty Ltd will host social functions and employees are required to avoid excess alcohol consumption and not to take illegal drugs during or prior to these events. Workers may not return to operational duties if they have consumed alcohol. Admin staff may return to work if they are under the legal limit and are returning to administration areas to undertake administration work only.

Confidentiality is to be strictly observed in dealing with drug and alcohol matters.

A breach of this policy will lead to disciplinary action and may result in the termination of employment.

9.2 Rehabilitation Policy

D & M Plant Hire Pty Ltd recognizes that there are substantial benefits to be gained from rehabilitation principles and practices and is committed to implementing them at this workplace.

We recognise that the *Workers' Compensation and Rehabilitation Act 2014* and the *Workers' Compensation and Rehabilitation Regulation 2003* provide the legislative support for workplace rehabilitation activities.

Experience has shown that workplace rehabilitation assists the healing process and helps restore the worker's normal function sooner.

Workplace rehabilitation includes early provision of timely and adequate services, including suitable duties programs, and aims to: -

- Maintain injured or ill workers at work;
- Ensure the worker's earliest possible return to work;
- Maximise the worker's independent functioning; and

- Provide for durable employment.

D&M Plant Hire Pty Ltd is committed to:-

- Providing a safe and healthy work environment, but in the event of an injury or an illness, making sure workplace rehabilitation is started as soon as possible in accordance with medical advice.
- Ensuring appropriate suitable duties are made available to injured or ill workers to facilitate their safe and early return to work. These duties must be consistent with the current medical certificate and will be time limited.
- Respecting the confidential nature of medical and rehabilitation information and ensuring there will be both verbal and written confidentiality.
- Ensuring all workers are aware that, in the event of injury or illness, they will be consulted to ensure a structured and safe return to work that will not disadvantage them.
- Complying with legislative obligations with respect to the standard for rehabilitation.
- Adopting a multidisciplinary approach to rehabilitation as required.
- Reviewing this policy and procedures at least every three years to ensure it continues to meet legislative requirements and the needs of all parties.

9.3 Worker's Compensation

D & M Plant Hire Pty Ltd will provide Workers Compensation Insurance for all employees and other persons deemed to be employees under relevant Workers Compensation Legislation.

Where D & M Plant Hire Pty Ltd introduces a specialist sub sub-contractor to the project, D & M Plant Hire Pty Ltd will ensure that the sub sub-contractor's insurances etc are current.

It is understood that a Return to Work Plan will be established, and that injured persons will be encouraged to return to work as soon as they are able.

Where contractors are engaged to carry out work their ability to be considered an "employee/s" under Workers Compensation Legislation will be assessed.

9.4 Fatigue Management Policy

D & M Plant Hire Pty Ltd will provide a fatigue management framework designed to ensure that workers are fit for duty at all times. This framework will provide adequate opportunity for recovery sleep between shifts to ensure an employee's performance is not impaired by fatigue.

9.5 Managing Fatigue Risks

D & M Plant Hire Pty Ltd have a *Transport Management Plan* which documents the requirements for minimising the risks of fatigue.

In addition, controls will be reviewed and audited to ensure compliance with Occupational Health and Safety requirements.

As applicable, the Fatigue Management requirements will be determined to allow for:

- Input from employee representatives and independent professionals;
- Appropriate management of;

- Risks associated with shiftwork;
- Both employer and employee responsibilities to ensure legal and OH&S compliance;
- An auditable system to monitor planned and actual rosters to ensure employee fatigue does not give rise to an unacceptable risk; and
- Induction, training and education designed to assist managers, workers and their families, in addressing shift work and fatigue related issues.

D & M Plant Hire Pty Ltd will ensure that, in the context of the performance required, the employee work diary allows adequate breaks for recovery between shifts.

Individuals have a duty of care to ensure adequate sleep is obtained between shifts and out of hours activities do not cause fatigue or impair performance. When this is not the case, workers have a further responsibility to report the matter to their supervisor/manager.

9.6 Violence, Harassment & Bullying Policy

D&M Plant Hire does not condone occupational violence, bullying or harassment – Any persons who engage in such activity will be subject to disciplinary action.

Workers are advised to immediately contact their Work Site Supervisor and/ or management of D&M Plant Hire if they are subject to any violence, harassment or bullying from any work colleague or member of the public.

Unless it is a life-threatening situation, the Worker must not react in a violent or confrontational way – remain calm and report the situation as soon as possible.