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Health and Safety Systems Overview

Introduction

GHD senior management are committed to health and safety success and maintaining a state of mind where a safe and healthy workplace remains a primary consideration in decision-making. As such, one of GHD's highest priorities is providing a healthy and safe working environment for our people and sub-contractors / sub-consultants. Our Corporate and Operating Centre Health and Safety Management Systems promote proactive health and safety management from the proposal stage of jobs through to completion and handover.

GHD has moved beyond compliance - the management of health and safety is a core business principle.

GHD recognises that embracing a supportive safety culture is fundamental to improving sustained health and safety performance. The [GHD Safety Culture Program](#) and Health and Safety Management System together create the ideal platform for achieving our safety objectives.

Effective management of health and safety is recognised as a critical factor in determining project delivery success. Excellence in health and safety performance is not only a project goal in its own right; it is also instrumental in securing and maintaining individual and collective commitment to project team goals – Safe You, Safe Me, Safe GHD.

Commencing with the design phase where construction and operational safety is incorporated into the engineering processes, and continuing through the construction and commissioning phases, all project personnel understand that effective safety management is an investment in the project.

GHD is progressively obtaining certification of the Corporate Health and Safety Management System in each Operating Centre against AS/NZ 4801 and International Standard OHSAS 18001 and recognises the return on this investment is a safer work place, increased productivity of the workforce, quality of product and efficiency in all aspects of job delivery.

Health & Safety Responsibilities

Health and safety responsibilities are detailed at relevant stages throughout the GHD Health and Safety Management System. These responsibilities are articulated for each layer of the GHD organisational structure. Overall however, responsibilities assigned to GHD staff are structured to enable achievement of:

- Development and provision of the necessary health and safety information to enable GHD management and staff to understand their roles, engage in meaningful dialogue and implement the health and safety systems of GHD

- Creation of an atmosphere that encourages GHD staff to report incidents and near misses in an open and supportive environment and also participate in the continual improvement process
- Establishment, maintenance and communication of clear health and safety expectations and boundaries that are understood by GHD staff and recognise those operating within the system and appropriately manage identified non-compliance in a systematic and repeatable manner
- Providing GHD staff with the relevant health and safety knowledge and competencies that enable them to make informed and effective decisions when faced with situations outside the normal scope of works
- Creation of an environment where by GHD can effectively review health and safety data, capture lessons learnt, make the necessary changes to system and practices and communicate with like service groups within GHD

Consultation

The [GHD Health and Safety Consultation and Communication Procedure](#) describes the measures GHD implements to engage staff in matters affecting their health and safety. Strategies described in the procedure include:

- Facilitating the election of Health and Safety representatives for defined work groups
- Facilitating the establishment of Health and Safety Committees that include GHD management representatives and staff representatives
- Consulting on the job through daily communication between managers and staff
- Providing Health and Safety information through the intranet, circulars and safety alerts
- Liaising with sub-contractors / sub-consultants in regard to coordination of Health and Safety consultation and communication of Health and Safety information on shared sites
- Discussing Health and Safety issues raised at Operating Centre meetings

GHD believes the essential components to sustaining our safety culture are sharing relevant information about health and safety with staff, allocating sufficient time for the resolution of health and safety issues and demonstrating to staff that their views are valued and considered.



Risk Management

The [GHD Health and Safety Risk Management Procedure](#) outlines GHD's philosophy towards health and safety risk.

A Project Specific Safety Plan will be developed for the Job, which incorporates relevant GHD risk management principles and strategies to enable successful achievement of project job goals and objectives. This includes:

- Development of Job Specific Risk Assessment for the Project. All Project hazards will be rated and controlled using the overarching principles of As Low As Reasonably Practicable (ALARP)
- Risk control strategies will be guided by the standard identified within GHD Hazard Guides and local jurisdictional requirements
- Activity specific JSEAs will be developed for site based activities
- Daily Pre-Work Assessments (Tool Box Talks) will be carried out prior to the commencement of any work on site each day

Safety in Design

The [GHD Safety In Design Procedure](#) outlines GHD's philosophy towards managing design implications in construction, operational and demolition phases of the Project.

A safety in design risk assessment will be developed for the Project and proposed safety controls will be negotiated with the client at critical stages in the process.



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In undertaking the Safety in Design process, GHD:

- Establishes the context for the design
- Identifies the foreseeable uses of the design
- Identifies the hazards relevant to the phase of Project
- Undertakes an assessment of risk based on the ALARP model
- Develops the Safety in Design Risk Assessment
- Identifies potential control measures and determine residual risk
- Monitors and reviews the design process at critical stages
- Communicates and consults with the Client regarding Safety in Design

Sub-contractor Management

The *GHD Health and Safety Managing Contracts Procedure* describes the processes GHD implement to manage the health and safety risk associated with contract management. Key components of the procedure include:

- Secondment of GHD staff
- Registration of Sub-contractors
- Detailed contract specification and scope of works
- Health and safety tender assessment
- Pre-start sub-contractor health and safety assessment
- Inspection and audit scheduling
- Prescribed documentation

Induction and Training

The *GHD Health and Safety Training Procedure* describes the measures by which GHD educates staff, sub-contractors / sub-consultants and visitors in the health and safety matters affecting them. The strategies described in the procedure that affect the project include:

- New Starter Health and Safety Induction Training
- Project health and safety training matrix
- Hazard specific training
- Site-specific induction
- Pre Work Assessment (Toolbox)

Inspections / Auditing

A schedule of regular inspections and monitoring will be developed and will take into account the Risk level associated with the work.

GHD's Health and Safety Database Incident Reporting and Improvement System (IRIS) captures identified issues arising from the inspection and monitoring programs. The IRIS Project Safety Action Register enables the Project Team to track progress of outstanding actions and manage timely closeout of identified actions.

Records of health and safety inspections and monitoring are maintained by the Job Manager on the relevant job file and electronic copies maintained on the GHD Health and Safety Database.

Hazard/Incident Reporting and Investigation

The *GHD Health and Safety Incident Reporting and Investigation Procedure* identifies the processes that GHD implement to manage hazards and incidents occurring in the workplace.

Hazards and incidents are reported to the Job Manager in the first instance and the detail entered onto the GHD IRIS hazard or incident-reporting module.

The Job Manager responsible for the Project where the hazard was identified or of the person involved in the incident undertakes an investigation of the incident using the guidance and structure supplied in the IRIS investigation screens. If however, an incident is serious in nature or results in time lost, the Project Director with the support of the OC Health and Safety Manager / Coordinator will investigate the incident.

The Health and Safety Manager / Coordinator reviews recommended outcomes of IRIS reported incidents prior to closing the incident on IRIS.

The IRIS Project Safety Action Register enables the Project Team to track progress of outstanding actions and manage timely closeout of identified actions.

Rehabilitation

The *GHD Health and Safety Rehabilitation Procedure* describes the processes GHD implements to manage the rehabilitation of injured staff. GHD is committed to the timely, safe and durable return to work (in accordance with jurisdictional legislative requirements) of any GHD staff member who sustains an injury or illness at work.

GHD believes that close communication between the injured staff member, their manager, treatment providers, the insurer (where applicable) and the GHD Rehabilitation Coordinator is necessary to achieve successful rehabilitation outcomes.

Hierarchy of GHD Health and Safety Documentation

Policy	The GHD Health and Safety Policy establishes the organisation's strategic intent and commitment
Manual	<p>The GHD Health and Safety Manual identifies the management system framework to enable consistent application of health and safety process across GHD's operations.</p> <p>The Manual provides guidance to assist Operating Centre development of OC Health and Safety Manuals.</p> <p>The Manual has also been designed to illustrate compliance with element requirements of International Health and Safety Standard OHSAS 18001.</p>
Procedures / Programs / Guides / Forms	<p>This level of the system establishes the standard by which particular issues should be delivered throughout GHD's operations.</p> <p>Procedures identify the key management system strategies of and implementation standards.</p> <p>Programs identify people related strategies and the standard by which these will be delivered.</p> <p>Guides identify workplace (office and site) related information and the standard by which these will be delivered.</p> <p>Forms provide the necessary tools to capture and review the information required by the GHD Health and Safety Management system.</p>
Operating Centre Health and Safety Manuals	OC Health and Safety Manuals identify the local health and safety framework to enable consistent compliance with the requirements of the GHD Health and Safety Management system.
Job Safety Plans	<p>Establish the individual job specific health and safety requirements.</p> <p>The type of Job Safety Plan is determined by the nature of the Client engagement and how the job will be delivered and should be developed for all jobs requiring work to be undertaken on site.</p>