



**GHD Pty Ltd**

Standard Operating Procedure - HSE

SAFEguards

HSE359

November 2016



# Table of contents

1.	Purpose .....	1
2.	Scope .....	1
3.	Responsibilities .....	2
4.	Procedures .....	3
4.1	GHD SAFEguards.....	3
4.2	Implementation of <i>GHD SAFEguards</i> .....	4
4.3	Managing compliance .....	5
4.4	Related documentation .....	5



# 1. Purpose

The GHD HSE Risk Assessment identifies the HSE hazards and risk associated with our business and projects. This Procedure identifies those (pre-control) risks that the HSE Risk Assessment determined to have the potential to cause catastrophic outcomes to GHD staff and external suppliers / vendors, to highlight those *GHD SAFEguards* that if implemented are designed to eliminate a serious or fatal incident from occurring

**Caring for people's safety will guide what we do and as such, we ALL must adhere to the following core safety principles:**

- We understand GHD's HSE expectations and can demonstrate compliance with them. Refer to *HSE304 Smart Behaviours*.
- We are all empowered to stop unsafe acts and/or conditions. Refer to *HSE369 Stop Work Authority*
- We take responsibility for our own and each other's safety.
- We plan our work to prevent unsafe situations.
- We improve by learning from our experiences.
- Our external suppliers and vendors support our vision and principles.

Safety is a core value at GHD and we are committed to upholding and enforcing these principles that form the backbone of our HSE Management System.

# 2. Scope

This Procedure applies to all GHD employees who work for – or on behalf of - GHD on any GHD or client-controlled site. Refer to the Glossary of Terms for relevant definitions.

Where a jurisdiction or client's requirements differ from the GHD SAFEguards, the more stringent of the requirements are to be applied.

# 3. Responsibilities

## 3.1 Management (GHD, Regional and Project) (Leaders)

- Take all reasonable practicable steps to protect the health and safety of GHD people at work.
- Clearly articulate expectations and Procedures with staff regarding GHD's SAFEGuards and manage staff behaviour where expectations are not achieved using **HSE304 SMART Behaviours**.
- Ensure that people employed on GHD projects are adequately trained and where necessary accredited / certified / licensed to perform the required activities, including external suppliers / vendors/.
- Ensure that personnel under their control have access to the SAFEGuards and any resources necessary to comply with them.
- Ensure jurisdiction and client project specific expectations are identified and satisfied.

## 3.2 Employees

- Do not attempt to complete any work activity without required the training and where necessary accreditation, certification or license.
- Inform manager of any newly identified hazards.
- Inform manager if they are taking any medication (prescribed or not), which may adversely affect ability to deliver work safely or affect the safety of others.
- Participate in the of the risk management process, including identifying hazards, control measures and assessing risk.
- Report incidents, near misses and hazards HSE

## 3.3 HSE team

- Provide, advice, support and training to facilitate implementation of this Procedure.
- Develop and implement a schedule to promote individual GHD SAFEGuards on an ongoing basis, including completion of associated e-learning to keep them front of mind.
- Monitor implementation of risk management requirements via reviews of documentation and scheduled inspections.

# 4. Procedures

## 4.1 GHD SAFEguards

The *GHD SAFEguards* address those actions where non-compliance may lead to death or serious injury to employees, external suppliers / vendors and other stakeholders.

### GHD SAFEguards

**ALWAYS** develop; a Communication Plan when travelling into **remote or isolated areas** and an approved Travel Risk Management Plan when travelling into **high or extreme risk destinations**. \*

**ALWAYS** obey the road rules (e.g. speed, use of mobile phones, influence of alcohol and/or drugs etc.) and plan to avoid fatigue when **driving**. \*

**ALWAYS** make sure that **equipment/ machinery** is in a safe condition and you have the necessary training and competence before use.\*

**ALWAYS** obtain authorisation through risk assessment, training and entry permit before entering a **confined space**.

**ALWAYS** isolate **equipment or plant** before starting work and never remove a personal danger/isolation tag belonging to another person.\*

**ALWAYS** obtain permission prior to entering an **excavation or barricaded area**.

**ALWAYS** obtain authorisation prior to entering a **rail corridor** or work area within the corridor.

**ALWAYS** gain operator visual acknowledgement and maintain safe working distances when entering areas with operating **traffic, mobile plant or machinery**.

**ALWAYS** identify the location of **underground services** before disturbing the ground and **ALWAYS** maintain safe working distances (and authorisation where applicable) when working in the proximity to **overhead utilities**.

**ALWAYS** when **working at heights** ensure you are appropriately trained, wear specified fall protection equipment and don't leave tools or equipment unsecured.

### Notes

- There are 4 SAFEguards marked with an (\*) – these are applicable to all employees. Applicability for others will be determined via the Regional Risk Assessment.
- While the SAFEguards identify a number of critical control measures they are by no means an illustration of the only controls required to effectively reduce risk.
- The SAFEguards do not negate the need to develop project specific risk management documentation e.g. JSEA and do not replace existing Procedures or guides. They are designed to focus attention on individual SAFEguard risks and must be incorporated into control measures for relevant hazards in risk management documentation, after determining whether the project can be done another way. E.g. Eliminate the need to go into a confined space, work at heights etc.

- While GHD management are responsible for the implementation of risk management strategies, effective risk control also relies on individuals being responsible empowered to intervene to help their colleagues and clients when uncontrolled risk is identified.
- The SAFEguards may be reviewed as new SAFEguards, and hazards identified during risk management processes as having pre-control potential of causing catastrophic outcomes must be managed with similar importance to the SAFEguards and made known to the local HSE Team, for reporting to the Group Manager HSE.

## 4.2 Implementation of *GHD SAFEguards*

The intent of the SAFEguards is to focus risk management activities on basic principles, to manage sources of highest consequence as a priority. The following process will be implemented for this SAFEguards to have the intended effect:

<p><b>Identify</b></p>	<p>Regional HSE Manager is to maintain the Regional HSE Risk Assessment and Legal Register, including identifying the jurisdictional legislative and GHD requirements (including internal and external training) for managing hazards in the and the relevant GHD Hazard Guides / Procedures.</p> <p>Use the Risk Assessment and Legal Register to identify those hazards with a pre-control risk rating of Significant or Extreme and the GHD SAFEguards that are applicable to the Region. Note: The Regional Risk Assessment and Legal Register is maintained on the HSE Forum (Knowledge Document: Risk Management / HSE Risk Assessment / Regional).</p>
<p><b>Communicate</b></p>	<p>Regional HSE Manager develops a 'GHD SAFEguards Schedule' to promote individual SAFEguards within specified timeframes. For example, Regions may elect to focus on 1 SAFEguard or Hazard per month or 3 per quarter. This schedule is to be maintained on the HSE Forum (Knowledge Document: Hazards / Regional).</p> <p>In accordance with the GHD SAFEguards Schedule, communicate the specific SAFEguards, along with jurisdictional legal / GHD guidance / training requirements (internal and external) within the Region using agreed communication channels (e.g. Management Teams Service Group / Office meetings, HSE Committee activities and job specific meetings) to create a level of understanding and appreciation within the Region. Such briefings are to be captured as HSE Briefings in the HSE Database.</p> <p>Note: The Regional HSE Risk Assessment and Legal Register identifies the Service Groups / Offices exposed to particular hazards and is to be used to identify the target audience for communication of particular SAFEguards.</p>
<p><b>Review</b></p>	<p>Formal reviews to verify that legal and GHD requirements are being implemented for specific SAFEguards during timeframes specified in the Regional SAFEguards Schedule.</p> <p>Management review of SAFEguards implementation will be undertaken and might include: Inspections (Office, Workstation, Project), Project HSE Reviews, staff discussions (entered as Briefings in HSE Database).</p> <p>Regional HSE Managers are to monitor implementation of the above methods and review:</p> <ul style="list-style-type: none"> <li>• Training record in Learning Management System and Regional HSE Training Matrix.</li> </ul>

	<ul style="list-style-type: none"> <li>• Near miss / hazard / incident reports and investigation data to identify trends.</li> <li>• Regional Risk Assessment and Legal Register and update following review activities, where required.</li> <li>• Implementation during Regional Compliance Audits.</li> </ul> <p>All employee briefings should be captured as HSE Briefings in the HSE Database.</p>
<b>Report</b>	<p>The outcome of reviews are to be reported to the respective Regional Management Team.</p> <p>Records of such reviews are to be maintained on the HSE Forum (Knowledge Document: Monthly Performance Report / Year# / Regional).</p> <p>Key findings relating to GHD SAFEguards (e.g. effective management, incidents etc.) will be made known to the EMG by the Group Manager HSE and will also feature as a component of the annual BS HSE management review.</p>

### 4.3 Managing compliance

Management need to act decisively and transparently regarding the implementation of the *SAFEguards* to achieve long lasting change in people's behaviour. To bring about effective change, management should:

- Illustrate active commitment in the adoption and implementation of the *SAFEguards*. This requires more than just "talking up" the *SAFEguards*, it also requires demonstration of commitment to them.
- Make HSE expectations known, reward behaviour we want repeated and discourage undesirable behaviour.
- Actively promote and monitor employee compliance with GHD HSE systems.

All incidents involving GHD *SAFEguards* will be investigated to identify root cause and associated actions/behaviours requiring management attention (either positive or corrective). The *HSE304 SMART Behaviours* approach has been developed to ensure that each situation is treated in a fair and transparent manner.

### 4.4 Related documentation

- GHD Travel and Entertainment Guidelines (Section 9)
- **GHD-SOP-HSE-010 Crisis and Emergency Management**
- GHD SOPs
  - Confined Space Entry
  - Driving
  - Excavation
  - Heights
  - Mobile Plant
  - Overhead Power Lines
  - Rail Corridors
  - Underground Services



GHD

1st Floor 85 Spence Street Cairns QLD 4870  
PO Box 819 Cairns QLD 4870 Australia  
T: 07 4044 2222 F: 07 4044 2288 E: ntlmail@ghd.com

© GHD 2016

This document is and shall remain the property of GHD. The document may only be used for the purpose for which it was commissioned and in accordance with the Terms of Engagement for the commission. Unauthorised use of this document in any form whatsoever is prohibited.

Document Status

Rev No.	Author	Reviewer		Approved for Issue		
		Name	Signature	Name	Signature	Date
0	C Harrison	Anna Wilson	<i>A Wilson</i>	C Harrison	<i>C Harrison</i>	Nov 16

[www.ghd.com](http://www.ghd.com)

