

# Safety & Environmental Management System

For:

## **Hunter Wharf & Barge**

A.B.N. 71 057 023 695

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Distribution		
Copy	<i>(Select one)</i>	Location
1	<input type="checkbox"/>	Black Barge
2	<input type="checkbox"/>	Grey Barge

Prepared By:



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# FILE INDEX

Section No.	Topic	Contents
1	Safety & Environmental Management Plan	<ul style="list-style-type: none"> <li>Safety &amp; Environmental Management Plan</li> <li>Environmental Management Plan - Tasks</li> <li>Site Safety Rules</li> </ul>
2	Safe Work Instructions Instruction developed to enable the task to be conducted safely	<ul style="list-style-type: none"> <li>Loading-Unloading Equipment or Materials</li> <li>Raising &amp; Lowering Spud Bars</li> </ul>
3	Plant & Equipment These documents are used to record the equipment used on site and inspection records.	<ul style="list-style-type: none"> <li>Equipment Register</li> <li>Mobile Plant Status Report</li> </ul>
4	Job Safety Analysis (JSA) & Risk Assessments These documents are used as a risk assessment and analysis of the task to define the hazards and appropriate controls	<ul style="list-style-type: none"> <li>Risk Assessments</li> <li>Job Safety Analysis</li> </ul>
5	Licenses	<p>This section contains:</p> <ul style="list-style-type: none"> <li>Copies of the employees and subcontractor's licenses or other qualifications to demonstrate their competence to perform the task.</li> </ul>
6	Induction, Inspection Records, Toolbox Talks meeting minutes This section contains site safety rules, records of site safety audits, safety inspections, consultation between the management and employees.	<ul style="list-style-type: none"> <li>Site register</li> <li>Site Induction</li> <li>Safety Equipment Register</li> <li>Take Five(5) Checklist</li> <li>Weekly Site Safety Inspection</li> <li>Daily Site Safety Inspection</li> <li>Toolbox Meeting – Attendance Record</li> </ul>
7	Safety Data Sheets (SDS)	<p>This section contains the <b>Hazardous Substance Register</b> and appropriate SDS relating to the hazardous substances</p>
8	Subcontractor WHS	<p>Where applicable, this section contains any information the subcontractor has provided as evidence of their compliance with the appropriate NSW WHS Act &amp; Regulations <i>Place copies of licenses &amp; Inductions within this section.</i></p>
9	System Improvement Request(SIR)	<p>This section contains corrective/preventive actions relating to the project.</p> <ul style="list-style-type: none"> <li>System Improvement Requests(SIR)</li> <li>Hazard Identification</li> <li>SIR Log Book</li> </ul>
10	Injury Reporting	<ul style="list-style-type: none"> <li>Register of Injuries &amp; Treatment</li> </ul>