



**Issue: 06**

**Site: All**

**Date: June 2008**

## Address from the Managing Director

### Management of Safety

The following processes are used as tools for managing safety at Conundrum Holdings Pty Ltd:

1. Auditing;
2. Capital selection;
3. Management;
4. Site development plans;
5. Health and Safety Representatives;
6. Safety Meetings; and
7. Issue Resolutions.

These are our first line of defence for protecting our employees and the community around us. Doing any of these in isolation is not enough. We must ensure that every tool which is at our disposal is used in partnership to ensure a safe working site.

As employees you have a role to play in each of the above identified areas. If there is a concern it must be reported. We must not operate plant which is unsafe, unguarded or if there is excessive spillage present, as this can result in an unsafe act.

### Reports on employees

We welcome the following employees who have recently commenced employment with Conundrum:

- **Wim Mix:**

Peter Moore – Agitator Operator

- **Northern Quarries:**

Nick Jackson – Trainee Quarry Face Dump Truck Operator

**Ron Kerr, Managing Director**

## Employees Safety Noticeboard

### New Construction Regulations To Take Effect 1<sup>st</sup> July 2008

On the 1<sup>st</sup> July 2008 the construction industry section of the OHS Regulations 2007 will take effect. These regulations will apply to any construction work that is undertaken at a Conundrum Holdings Pty Ltd worksite. Construction work

means any work performed in connection with the **construction, alteration, conversion, fitting out, commissioning, renovation, refurbishment, decommissioning, or demolition of any building or structure**, or any similar activity.

(Refer to the OHS Regulations 2007 for a full definition.)

Conundrum's existing safety management systems go a long way to satisfying the requirements of the new regulations and as such, minimal change to the current processes will be required.

In short, the major requirements under the new regulations are as follows:

1. *A health and safety co-ordination plan must be developed for construction projects costing \$250,000 or more:*
  - Each site's health and safety coordination plan is covered during the existing site induction procedures.
2. *A safe work method statement (SWMS) is required for all high risk construction work:*
  - The full definition of high risk construction work can be found in the regulations but includes work:
    - where there is a risk of a person falling more than 2 metres;
    - involving structural alterations that require temporary support to prevent collapse;
    - involving demolition;
    - involving tilt-up or pre-cast concrete;
    - at workplaces where there is any movement of powered mobile plant.

I am currently working on a template for SWMS. They will be similar to the job safety analyses (JSA) currently used at our worksites, but will contain more detail and require input from myself.

3. *All persons must be given construction induction training before carrying out construction work:*
  - This has been covered during the CMPA's Work Safely training for a number of years, any employees who completed Work Safely before this was introduced will need to complete the training before carrying out any construction work. Contractors will need to be checked for construction induction training during their site induction where applicable, which will be recorded on the register of induced persons.
4. *All persons must be trained about site specific risks and control measures:*
  - This is covered by our current induction procedures.

As a result of SWMS becoming a legal requirement, I will develop a procedure outlining tasks that will require a SWMS as opposed to a lower level JSA, or simply a Take

**Tom Kerr, OHS Manager**



## Upcoming Dates of Importance

### Safety Meetings

Upcoming *Site Safety Meetings* include:

- 9 – Permit to Work Systems  
June 2008
- 10 – Hazard Risk Assessments  
July 2008
- 11 – Ergonomics  
July 2008
- 12 – Lifting Equipment  
August 2008
- 13 – Induction Refresher  
August 2008
- 14 – Safety Newsletter and Issue Reporting  
September 2008

### Safety Newsletter

The next *Safety Newsletter* [CH 4.xv.0860] will be published in September 2008.