


MCT/W/T-A17.1: Funafuti International Airport Terminal



Occupational Health & Safety Management Plan



FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

RECORD OF AMENDMENTS / ISSUE STATUS PAGE

Page No	Revision	Copy No	Issued By	Issued To	Date	Reason for Change
All	A	1	GJ Srhoj	B Andrews		Preliminary plan for review
						For Construction Issue

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AUTHORISED BY: Greg Srhoj

Note: Only controlled copies of this manual will be updated

The following personnel have been inducted into the Project OHS Plan.

Employee Name..... Signature..... Date...../...../.....:

Employee Name..... Signature..... Date...../...../.....:

Employee Name..... Signature..... Date...../...../.....:

Employee Name..... Signature..... Date...../...../.....:

Employee Name..... Signature..... Date...../...../.....:

Employee Name..... Signature..... Date...../...../.....:


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Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page ii of iv

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

Contents

1.0	OCCUPATIONAL HEALTH & SAFETY POLICY	1
2.0	SCOPE OF WORK.....	2
2.1	Project Specifics (Scope of Works)	2
2.2	Staging of the Works	3
2.3	Site Security.....	3
2.4	Construction Outline	3
2.5	Site Establishment	3
2.6	Access	4
2.7	Personnel & Induction	4
2.8	Inspection	5
2.9	Plant & equipment	5
2.10	Formwork	6
2.11	Electrical	6
2.12	Materials Management.....	6
2.13	Overhead Power Lines	6
2.14	Noise & Vibration	7
2.15	Dust	8
2.16	Hazardous Materials	8
2.17	Excavation Works	8
2.18	Building Construction	9
2.19	Interior Fit-out Works	10
2.20	Other Considerations	10
3.0	MANAGEMENT RESPONSIBILITY.....	11
3.1	Project Manager	11
3.2	Site Manager	11
3.3	All Employees and other workers.....	11
3.4	First Aid Officer	12
4.0	COMMUNICATION & CONSULTATION.....	13
5.0	DESIGN.....	13
6.0	RISK MANAGEMENT	15
6.1	Emergency Procedures.....	17
7.0	TRAINING	18
8.0	INCIDENT MANAGEMENT & CORRECTIVE ACTION	19
8.1	Corrective Action	19
8.2	Internal	19
8.3	External.....	20
8.4	Rehabilitation	20
8.5	Customer Complaints	21
8.6	Statistical Techniques	21
9.0	HANDLING STORAGE & PACKAGING	22
10.0	INTERNAL REVIEWS	23
11.0	RECORDS & DOCUMENTATION	24
12.0	MATERIALS HANDLING PROCEDURE	25

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page iii of iv

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

Appendices

A - INDUCTION (Duplicated in site induction file)

OHS/F: A001 – Site Induction Card

OHS/F: A002 – Site Induction Guidelines

OHS/F: A003 – Local Induction Form

B - OH&S PLAN FORM APPENDICES

OHS/F: 001 – Occupational Health, Safety and Rehabilitation Accident & Incident Report

OHS/F: 003 – Confined Space Written Authority (Entry Permit)

OHS/F: 007 – Emergency Phone Numbers

OHS/F: 010 – Hazard Identification & Risk Assessment

OHS/F: 011 – Hazardous Substances – Dangerous Goods Register

OHS/F: 014 – License Register

OHS/F: 016 – Non-Conformance / Corrective Action (NCR/CAR) Report Form

OHS/F: 018 – Plant & equipment Checklist

OHS/F: 020 – SWMS Register

OHS/F: 021 – Site Induction Record

OHS/F: 022 – Site Inspection Checklist

OHS/F: 023 – Site Safety Rules

OHS/F: 025 – SWMS Template


OHS/F: 026 – Toolbox – Pre Start Talks

OHS/F: 027 – Traffic Control Form

OHS/F: 029 – Visitor Register

OHS/F: 030 – Visitor, Employee & Contractor Induction Register

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page iv of iv

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

1.0 OCCUPATIONAL HEALTH & SAFETY POLICY

Reeves Envico Management is personally responsible and has a commitment to the Reeves Envico Occupational Health & Safety and Rehabilitation Policy.

The Policy is based on a belief that the well being of people employed at work, or people affected by our work, is a major priority and must be considered during all work performed on the Company's behalf.

People are our most important asset and their health & safety is our greatest responsibility. The public shall be given equal priority to that of our employees.


The object of our policy is:

- ◆ To achieve an accident free workplace.
- ◆ To make health & safety an integral part of every managerial, supervisory and employee position.
- ◆ To ensure health & safety is considered in all planning and work activities.
- ◆ To involve our employees in the decision making process through regular communication, consultation & training
- ◆ To provide a continuous program of education and learning to ensure that our employees work in the safest possible manner.
- ◆ To identify and control all possible hazards in the workplace through hazard identification and risk analysis
- ◆ To ensure all potential accident/injuries are controlled and prevented.
- ◆ To provided effective injury management and rehabilitation of all employees.

The success of our health & safety management is dependent on:

- 1) Pro-active planning of all work activities with due consideration given to implementing occupational health and (OHS) controls that are suitable to each given situation.
- 2) Understanding the total work process and associated risks.
- 3) Ensuring the work team is totally committed to achieving our objectives.
- 4) Ensuring that open & honest communication exists between management and all employees.

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 1 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

2.0 SCOPE OF WORK

Project Title:	Tuvalu Aviaiton Investment Project (TvAIP) P128940 – H - 749 - TV
Contract No	MCT/W/T-A17.1
Project Director:	Peter Cusack
Telephone:	+61 3 9320 4800
Construction Manager:	Simon Gorman
Telephone:	+61 3 9320 4800
Contractors Representative:	Greg Srhoj
Telephone:	+61 3 9320 4800
Site Manager:	Brian Oman
Telephone:	+688 700 3002

This document has been created as a working document for use within specific projects and has been developed in accordance with the OHS&R Management System Guidelines.

This safety plan is for ease of use in an “on site” situation. Reference is made to all corporate policies and procedures that shall be used within the project to define the activities and processes that shall be followed to ensure that we meet the client’s specification, requirements, expectations, our legislative requirements and commitment to provide a safe place to work.

Subcontractors to be used upon this project shall be assessed for their capabilities in satisfying the requirements of this safety plan prior to commencing on site. Risk assessments shall be performed with individual subcontractors to identify and eliminate potential hazards. Material safety data sheets shall be provided by the subcontractor for all materials that have the potential to cause accidents or injuries.


All employees and subcontractors employed on this project shall be inducted into the safety requirements of Reeves Envico prior to commencing. The site manager shall perform regular safety inspections and the results of these, safety meetings and the like shall be documented.

2.1 Project Specifics (Scope of Works)

This project involves the construction of a new Terminal Building at Funafuti Airport in Tuvalu. The scope of work is to demolish the existing terminal building structure and construct a new terminal building in its place. This will include undertaking the necessary ground reinstatement works between the new structure and the aircraft apron, which will fulfil the following project objectives;

- Ensure safe and efficient movement of passengers, baggage and freight,
- Utilize environmentally sustainable design for facilities such as rainwater harvesting, power generation from renewable sources and use of energy efficient equipment and lighting,
- Be compliant with ICAO Standards and Recommended Practice’s (SARP)
- Design and materials to reflect the tropical maritime environment and rated appropriately for severe weather conditions
- Provide security screening equipment

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 2 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

2.2 Staging of the Works

A construction program will be submitted by the site manager and updated monthly outlining the actual dates of the activities.

2.3 Site Security

All personnel will be inducted into the site rules and requirements before commencing. The sites shall be securely fenced or bunted and locked where possible when not in use to prevent access by unauthorized persons and members of the public.

2.4 Construction Outline

The outline for the construction methodology is:

1 Setting up of site

Traffic Control, Environmental Safeguards, Community Liaison, Permits, Approvals, etc. obtained, where applicable.
Installation of dust, erosion and sediment controls, site amenities.
Check for underground services.

2. Hazardous Substances and Dangerous Goods

Potentially Hazardous Substances and Dangerous Goods that may be used in the construction process shall have a Material Safety Data Sheet supplied and the goods shall be stored in accordance with Regulatory requirements. The site manager shall maintain a register of these goods and perform routine inspection of the storage method and "shelf life". Refer to OH & S forms 010 and 011.

3. Induction

All employees and subcontractors employed on this project shall be inducted into the safety and environmental requirements of Reeves Envico prior to commencing. Visitors to site shall also be advised of the site requirements.

4. Inspection

Daily surveillance and regular weekly safety & environmental inspections shall be performed by the site manager.


2.5 Site Establishment

The site office will be established in the area as agreed with the client representative. The compound area will be fully fenced and some shade cloth may be required to:

- ◆ Act as a sediment filter from rainwater runoff.
- ◆ Restrict dust & airborne particles.
- ◆ Provide a visual screen from the existing building/s and passersby.
- ◆ Provide a physical barrier from persons entering the site.
- ◆ Protect public footpaths, roads and the like from the hazards of a building site.
- ◆ Ensure that the activities do not obstruct the safe use of public roads, footpaths, etc.

The gates will be locked and secured at the completion of the day's work. No construction materials or plant will be stacked against the fence/s. The fence/s will not be used to support any temporary services.

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 3 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

All services shall be positively identified and located by referencing the drawings, liaising with utility representatives, opening pits, locating marker posts and excavating trial holes by hand (where required). A copy of the existing service drawings shall remain on site at all times

Material storage areas, waste bin locations, site amenities, etc. will be shown on a site layout drawing.

2.6 Access

All personnel or visitors must report to the site manager on arrival at the site and be inducted. The works shall be staged to ensure that safe access is available for normal traffic conditions at all times.

There will be only one entry point to the site at any one time. The site entry will be remained closed and be opened only for deliveries and movement of machinery and personnel. No public access is available to the site.

Where possible, deliveries and machine movements will be scheduled so that they do not disrupt local traffic flows. No deliveries will occur throughout flight arrivals and departures.

Where site activities are likely to disrupt local traffic significantly, a "Traffic Control Form" is to be filled in by the site safety officer and approved by the site supervisor prior to the activity occurring.

Where required traffic controller/s may be required for:

- Construction traffic entering and exiting the existing roadways and compound area.
- Material deliveries.
- Materials movement within the work areas.
- Plant & equipment movement within the work areas.
- Craning of materials.

The process for this is:

- Safety officer advises traffic controllers of delivery;
- Traffic controllers wearing safety vests, helmets and stop go signs go to gates;
- Gates are opened;
- Traffic controllers halt pedestrian & vehicle traffic;
- Delivery vehicle enters and/or leaves premises;
- Traffic returned to normal conditions; and
- Gates are closed.


2.7 Personnel & Induction

Reeves Envico will have a dedicated site manager for the duration of the project. All employees and subcontractors employed on this project shall be inducted into the safety requirements of the project and Reeves Envico prior to commencing. Visitors/ subcontractors on site for less than 1 day shall also be advised of the site safety requirements and the site manager shall maintain a record of visitors.

The site manager must check that all personnel have received the training required:

1. Site Specific Induction (by Reeves Envico). Refer to OH & S form 021.
2. Task Specific (by employer through SWMS, Instruction, Qualifications, etc.).

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 4 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

All contractors shall have current insurances necessary to conduct the works. All plant operators shall be experienced and possess the appropriate licenses and authorizations.

PPE required to be worn as a minimum:

- Safety Boots.

Additional PPE shall be in accordance with the task SWMS:

- Hard Hat;
- Safety Glasses;
- Safety Vest; and
- Gloves.

2.8 Inspection

The site manager shall perform regular daily surveillance of the works areas and proactively rectify safety issues as they arise.

2.9 Plant & equipment

Plant and equipment will be removed from site at the completion of the day's work where possible.

Where plant or equipment is on site for longer periods:

- The plant will be in a serviceable condition.
- Plant to be accompanied by current individual Risk Assessment.
- Keys will be removed when not in use.
- Equipment locked.
- Buckets, blades, etc. are to be lowered when not in use.
- No plant & equipment will be stored in locations close to the construction fencing.

Small tools will be removed from site at the completion of the day's work.

The following plant & equipment are expected to be used during construction:


Plant:

- Excavators
- Trucks and trailers
- Cranes
- Concrete agitator trucks

Equipment:

- Generators
- Small tools including drills, saws, disk cutters, etc.
- Concrete vibrating needles and power units
- Jacks for erecting the tanks
- Scaffold

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 5 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

2.9.1 Cranes

Cranes are not permitted to lift over or park close to any site fencing, roads or pedestrian walkways. SWMS need to be completed prior to any craneage works.

2.9.3 Explosive Power Tools

n/a

2.9.4 Ladders

Ladders are to be used for access only.

Ladders must be marked "for industrial use".

Ladders are to be erected on level ground only, and secured by either tying off the top of straight ladders or extending the brace on step ladders.

Inspection of all ladders will be carried out regularly for signs of damage and/or excessive wear; and replaced as necessary.

2.10 Formwork

Design & Certification of formwork >3m in height will be acquired from an independent engineer.

2.11 Electrical

The electrical contractor is to provide temporary distribution boards for construction use, correctly tagged and wired.

All tools and equipment shall be tested by a competent person or licensed electrician. Copies of the electrical tool register will be available in the site office. The site manager shall check the currency of the register on a daily basis. Any tools, etc. found to be unsafe will be removed from site. Subcontractors will be advised of this requirement during the site-specific induction.

Electrical installation drawings shall be obtained from the client to identify the location of electrical installations; and a SWMS will be drawn up to explain the process for working close to or with services.

2.12 Materials Management

No building materials to be stored in any area/s outside of the established site compound.

Deliveries will be scheduled at times that will cause minimum inconvenience to the normal traffic routes.

Deliveries shall be scheduled to minimize the amount of material on site at any one time. All deliveries will report to the site manager on arrival to site. Storage areas for materials shall be determined by the site manager depending upon the available space within the confines of the site.


Materials shall be stacked tidily at all times in their designated storage areas.

2.13 Overhead Power Lines

Delivery and material movement works that have the potential to come closer than 3 meters to these lines shall follow this process:

1. Site manager notified of all deliveries.

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 6 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

2. Equipment & plant shall be positioned such that it operates outside 3m from live overhead power lines
3. Plant entering area <6.5m around electrical asset needs to have a competent spotter in place
4. NGZ defined as anywhere within 3 metres of electrical asset
5. Works within NGZ require asset owner permit prior to works commencing
6. If necessary, overhead power lines shall be tiger tailed for protection/identification.
7. Observer shall be in place when lifting close to overhead power lines
8. Ensure all workers stay on the non-trafficable side of the traffic control

2.14 Noise & Vibration

There will be noise sensitive requirements during the construction process. Items to be considered, discussed and agreed with the client prior to commencing noisy activities are:

- Need for a consistent approach to noise management
- Vibrations
- Plant & equipment

Noise control measures are to be employed at the project site.

Hours of work to be within: 7.00am - 5.00pm Monday to Friday and
 7.00am - 1.00pm Saturday

There is no work on Sundays unless agreed with the client prior.

Ensure that all plant and equipment is fitted with the appropriate noise control devices if necessary.

All jackhammers and other noisy hand held tools should be fitted with an effective silencer as recommended by the manufacturer.

Compressors shall be fitted with appropriated silencers as recommended by the manufacturer. Where possible compressors designed for quiet operation shall be used.

Where the site manager considers that local residents may be affected by noisy operations then he shall inform the client.


The site manager shall create a construction program for the specific work activities. These shall be discussed and agreed to during the regular site meetings to ensure that the Client's Authorised Person is aware of any impending potentially noisy works.

Noise Monitoring Plan:	<p>Agreement by client authorised person as to acceptable noise levels and duration</p> <p>Agreement of preferred times for undertaking noisy works</p> <p>Minimization of noise, dust and vibration impacts</p> <p>Maintain noise levels below agreed limits wherever possible</p>
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Site Specific Safeguards

- Client informed in advance of work commencing if excessively noisy construction works undertaken
- Progress of works advised to concerned parties
- Plant, equipment, tools, etc fitted with appropriate silencing mechanisms

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 7 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

- Work outside of normal working hours agreed with client

2.15 Dust

Any potential dust blow off will be kept to a minimum by:

- Minimising the time that excavations are left open (e.g. Road subgrade not to be left exposed for a long duration)
- Having adequate dust suppression (i.e. water tankers) available
- Insuring any stockpiled material is kept damp and covered where possible

The tailgates of the trucks shall be securely fastened prior to them leaving the construction site.

No construction materials shall be “burned off” on site.

2.16 Hazardous Materials

The use and storage of any Hazardous Substances and Dangerous Goods shall be in strict accordance with the manufacturer’s instructions and any relevant Material Safety Data Sheets.

The amount of fuels stored on site will be minimal for re-fueling of small generators, etc. Small “spill kits” shall be retained on site.

If potentially hazardous materials are discovered on site, such as asbestos during the works, all work will be suspended and the client’s instructions obtained.

2.17 Excavation Works

The major risk elements associated with this part of the construction are:

- Traffic/pedestrian control when working
- Public access & egress
- Hoarding of work stages to prevent access
- Unauthorized Access to the site
- Materials Management
- Excavation work
- Plant & equipment movement
- Work near existing services (to be disconnected & isolated where works being performed)
- Dust Control
- Noise

Specific considerations for the works are:

Hazard	Control Action
Vehicle & construction traffic movement within and outside of site	Personnel inducted into requirements Advised of parking/traffic movement requirements Sufficient room left at site access/egress for vehicles to pass safely
Noise and dust protection measures to be assessed at time of working and appropriate protective measures implemented	Fence & screens in place Dust suppression in place Risk assessment to be carried out by removalist to determine appropriate PPE
Access to work area	Access clearly defined

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 8 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

	Personnel inducted No pedestrian entry
Materials management	Coordination of plant & equipment Schedule deliveries to minimize disruption to existing traffic conditions Induction of personnel into this process Correct PPE to be used Correct manual handling methods used Delivery vehicles aware of requirements
Excavation	Shoring in place where required Area fenced/secured Operators qualified Personnel inducted Area clearly defined to prevent rollover Rollover protection fitted to equipment Plant & equipment regularly checked/serviced (all above items to be covered in SWMS)
Earthworks & Foundations Blasting Excavations Unauthorized entry Underground cables/Pipes	No blasting on site Shore excavations > 1.5m deep Step slopes of excavation Barrier around excavation Barriers/hoarding to work areas Induction of all personnel Notices to report to site office Obtain regulatory authority advice

2.18 Building Construction

The work areas/entire site area will be enclosed to prevent unauthorized access by members of the public. Normal construction methods will be used for the building works. Materials management will be scheduled by the site manager. Traffic control measures will be implemented as required for the delivery of materials.

2.18.1 Work at Heights

Scaffold shall be installed for workers to provide adequate access and safe areas to work


2.18.2 Work on Roof

The roofer will be responsible for providing adequate safe work method statements and procedures.

The major risk elements associated with this part of the construction are:

Hazard	Control Action
Vehicle & construction traffic movement within and outside of site & car park	Personnel inducted into requirements Client advised of parking/traffic movement requirements Sufficient room left at site access/egress for vehicles to pass safely
Fencing and/or barricading of work stages to prevent public access and loose materials and equipment becoming a hazard.	Fencing /barricading to prevent access & clearly define work area/s Access & egress clearly defined
Access to work area	Access clearly defined Personnel inducted No pedestrian entry
Materials management	Coordination of plant & equipment Schedule deliveries to minimize disruption to existing traffic

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 9 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

	conditions Induction of personnel into this process Correct PPE to be used Correct manual handling methods used Delivery vehicles aware of requirements
Scaffold - No Handrails Falls / Slips	Qualified installers Handrails to be fitted to all work platforms Harnesses or fall arrestors to be used Clear access & egress Materials stored safely No leads, hoses etc. in walkways/work ways Surfaces kept clean & dry Appropriate footwear worn Maintain good housekeeping Will be tagged in accordance with Scaffolding Code of Practice Toe boards Methods of access

SWMS with regard to working at heights need to include an emergency rescue plan.

2.19 Interior Fit-out Works

This work is the installation of the services, walls, ceilings, tiling, floor coverings, etc.

The major risk elements associated with this part of the works are:


Hazard	Control Action
Access to work area	Access clearly defined Personnel inducted No unauthorised personnel entry
Materials management	Coordination of plant & equipment Schedule deliveries to minimize disruption to normal working Induction of personnel into this process Correct PPE to be used Correct manual handling methods used

2.20 Other Considerations

Special considerations and work methods have been identified for the protection of adjacent properties and the protection of pedestrians and other personnel during the site establishment are:

- Warning notices strategically placed for pedestrian and traffic attention.
- Noise and dust protection measures to be assessed at time of working and appropriate protective measures implemented.
- Hoarding and barricading of work stages to prevent unauthorized access and loose materials and equipment becoming a hazard.
- Protective measures to prevent falling objects from entering existing work areas.
- Excessively dusty and noisy works to be considered for adjacent properties.
- Materials management and handling.

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 10 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

3.0 MANAGEMENT RESPONSIBILITY

3.1 Project Manager

- Assume overall responsibility for the project's Occupational Health and Safety performance throughout the workplace.
- Review documentation ensuring the site manager conducts regular safety appraisals and checks
- Investigate all lost time accidents and implement solutions to eliminate or minimize their recurrence
- Review all damage, accident and injury reports and implement appropriate corrective actions
- Ensure that a qualified First Aid Officer is on site
- Supply relevant sections of the Project OHS Plan to sub-contractors. (i.e. Site Safety Rules)
- Verify that subcontractors insurances, etc. are current and their employees are competent.
- Check that reports of accidents, injuries and Workers Compensation claims are fully completed and promptly forwarded to the Accounts Department.
- Managing communications between office and site regarding OH&S matters

3.2 Site Manager


- Attend and perform safety inspection at the workplace as required
- Assess SWMS submitted by subcontractors compliance to OH&S Regulations & Reeves Envico Checklist
- Inform subcontractors of their responsibilities to OH&S prior to their commencement on site
- Check that all employees under his control are fully informed and/or trained in performing their job
- Review that personnel are aware of and follow the site rules and safety requirements
- Maintain a high standard of housekeeping within the workplace
- Advise if any lost time accident occur (LTIFR is a full shift)
- Continually assess the project risks and ensure that appropriate controls are in place
- Managing & acquiring communication on site regarding OH&S matters & information (Toolbox Meetings)
- Monitoring overall compliance on site to OH&S requirements.
- Check that all employees have and wear protective personal equipment; Subcontractors are also required to abide by the site safety rules.
- Undertaking risk assessments and implementing appropriate controls on site.
- Reporting and investigating OHS incidents
- Implementing corrective actions

3.3 All Employees and other workers

Employees have a responsibility to present themselves for work in an able manner and to work in a safe manner. They shall:

- Be alert at all times to possible hazards and dangers, warn workmates of possible dangers, make suggestions to eliminate hazards and not engage in any horseplay
- Learn and carry out the safety rules of the workplace & Client
- Report any injury, damage or accident to the site manager
- Perform work safely by using the correct tools for the job, correct methods of work, keeping work areas clean and tidy and wearing safety and protective equipment where required

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 11 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	


- Assist in the event of an accident (providing that they have a knowledge of First Aid)
- Not perform any work for which they are not experienced, qualified or have not been instructed in.

3.4 First Aid Officer

The First Aid Officer shall hold a current First Aid Certificate and shall:

- Carry out any first aid treatment that is necessary
- Record all reported injuries, treatments and the relevant details in the injury register.
- Ensure that all first aid boxes are adequately stocked, control and dispense the items.

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 12 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

4.0 COMMUNICATION & CONSULTATION

Reeves Envico realises that consultation is a major requirement in ensuring that all employees may contribute to the making of decisions affecting their health, safety and welfare at the workplace.

Consultation with both employees and subcontractors is undertaken at various times during the project life cycle. Consultation is conducted through toolbox meetings and shall be signed off by all who are present as evidence the arrangements are agreed between management and employees. Site Safety Rules are communicated at the site specific induction program.

The toolbox meetings also assist Reeves Envico to consult with employees and subcontractors prior to a decision being taken effecting their health and safety.

Communication and consultation with employees and service providers enables all parties to become more aware of hazards and OHS issues.

Given the existing consultation processes we believe it is unlikely a project OHS Consultation Committee or Committees will be established. If employees or subcontractors working on the project wish to establish a committee or nominate a safety representative, Reeves Envico shall assist where necessary and actively participate in the consultation process.

Toolbox Talks

Toolbox Talks shall be conducted on a fortnightly basis as a forum for consultation, refreshing safety rules, and general discussion on topics such as safety performance, changing work conditions, concerns workers have regarding safety and methods of improving OHS practices on site. Records of Toolbox Talks shall be retained by the site manager.

The stages for consultation on a project level are:

1. **Project Team**
 - a) Project Handover meeting (internal) to discuss project and assess risks
 - b) Creation of project OH&S plan and induction requirements
2. **On Site Commencement**
 - a) Site Inductions performed with all site personnel
 - b) Toolbox meetings held prior to high risk tasks
 - c) Regular safety inspections performed

All OH&S information publications, safety alerts, Toolbox Talk meeting minutes, safety circulars, workplace hazard report forms or other relevant OH&S information shall be displayed in the workplace in an area assessable to all site employees and sub-contractors employees.

5.0 DESIGN


5.1 Management Of The Design Process

The design elements of our projects are outsourced to other parties, however, Reeves Envico does ensure that the designers of our projects incorporate the consideration of OH&S issues at these early stages.

Standard issues included at this stage include;

- Adverse or site particular geotechnical issues
- Compliance with relevant building codes and regulations

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 13 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	


- Construction methods
- Demolition of existing buildings and/or services
- Facility maintenance such as roof access or access to confined spaces
- Issues with egress / access to the construction site
- Known under ground or above ground hazards
- Operational risk management for accessing other areas of plant or building equipment
- Working with existing services including gas, electrical and water reticulation

5.2 Design Procedures

Where specific OH&S hazards have been identified for a particular project, consultation between Reeves Envico, the client and designers shall be undertaken to try eliminate those hazards, or where elimination is impracticable to control them.

Where necessary this consultation process continues throughout the construction process.

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 14 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

6.0 RISK MANAGEMENT

Reeves Envico site manager will ensure OHS hazards have been identified, risks assessed, and appropriate controls developed and implemented for this project.

The initial risk assessments shall be performed by the site manager, in consultation with the subcontractor where required during the time of letting the contract. The site manager may request that the subcontractor prepare a Safe Work Method Statement for work activities having an OHS risk.

Safe work method statements should be checked for completeness using the SWMS checklist. The site manager is responsible for reviewing submitted SWMS before the specific task starts.

The site manager and/or Site Safety representative is responsible for reviewing SWMS submitted or altered on site. As a guideline, the SWMS should address:


- Company Details
- Project Name
- Authorised by subcontractors management
- Description of the work
- Step by step sequence of performing the work
- Identifying Hazards
- Safety controls
- Precautions taken to protect health & safety
- Safety instructions given to employees
- Applicable legislation, codes of practice, standards
- Names & qualifications of supervisors & persons who will inspect & approve work area, methods, and protective measures
- Itemise what training is required for the task and who is qualified
- What qualifications are required for the task
- What plant, equipment & tools will be used
- What maintenance checks are in place for the plant, equipment & tools
- What hazardous materials will be used

The site manager will ensure that an incident, accident and emergency management plan exists on site. Also Site safety rules exist and have been communicated to people on site at time of induction and displayed in site buildings.

SWMS shall be developed for the following tasks, and wherever else necessary:

- Asbestos work and dust control
- Abrasive blasting
- Welding
- Electrical work
- Traffic control
- Excavations >1.5mtr
- Work in confined spaces
- Formwork
- Working at heights
- Work with dangerous goods

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 15 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

The subcontractor is to ensure that all employees are appropriately trained and/or qualified for the job they will be performing. These qualifications shall be confirmed by the site manager upon the employee commencing on site.


Reeves Envico site manager will ensure environmental hazards have been identified, risks assessed, and appropriate controls developed and implemented for this project in line with outlined environmental policies. Before a task is carried out, environmental hazards are to be assessed and protection measures to be put into place.

Construction works impacting on the environment to be considered include:

- Discharges to air
- Discharges to water
- Discharges to soil
- Production of waste
- Usage of energy

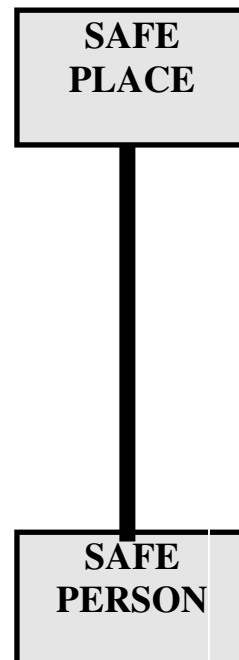
Reeves Envico site manager will ensure Community risk hazards are recognized and minimized in line with Community policies outlined. In the first instance, contact with the public and community related issued are to be carried out by the site manager or representative approved by the site manager/site manager.

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 16 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

The creation of a SWMS must follow the accepted hierarchy of controls when considering the risks:

HIERARCHY OF CONTROL	
ELIMINATION This is the most effective way to make the workplace safer. Always try to do this.	Get rid of the hazard out of the workplace. This is the best option.
SUBSTITUTION	Use something less hazardous in place of the identified hazard. For example water based chemicals rather than solvent based ones.
ISOLATION	Put in place barriers to shield or isolate the hazard. For example enclosures for noisy machinery.
ENGINEERING CONTROLS	Put in place a system to counteract the hazard. For example installing an exhaust ventilation system to extract dangerous fumes or dust.
ADMINISTRATIVE CONTROLS	Put in place work routines that reduce the time people are around the hazard.
PERSONAL PROTECTIVE EQUIPMENT (PPE) PPE is the least effective way of dealing with hazards.	Give people protective equipment and clothing that they have to wear while near the hazard. For example ear plugs or face masks.



6.1 Emergency Procedures

6.1.1 Accident / Injury

A First Aid kit shall be provided in the site manager's office.

If medical attention is needed the First Aid Officer will send the injured worker to the emergency room at the nearest hospital. Contact AHI Assist / Ex-Pat Insurer.


6.1.2 Emergency Requirements

Reeves Envico site manager will advise all personnel of the Emergency Requirements of the site. In the event of an emergency the site manager shall assume control of the situation and:

- Move all personnel away from the danger area
- Organize first aid attention
- Make safe the danger area
- Call an ambulance if necessary (Telephone 919)
- Call the fire brigade if necessary (Telephone 919)
- Call the police if necessary (Telephone 919)

Post someone to guide ambulance, doctor, fire service, etc. to the scene of the emergency and ensure that access is maintained

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 17 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

6.1.3 Fire

Reeves Envico site manager will advise all personnel of the Emergency Requirements of the site.

In the event of a fire, the site manager shall assume control of the situation. In the event of any fire occurring at the workplace then this should be reported to the site manager and the fire is to be extinguished using the appropriate hoses and extinguishers for the type of fire.

If necessary the Fire Brigade is to be called for assistance (Telephone 919)

Once the fire has been extinguished the site manager in conjunction with any necessary police, fire services, or Insurance personnel will make a full investigation and inspection of the damage to ascertain any potential/suspected causes and prepare a full report of the incident

Any repairs to damage by fire will only be to the extent of ensuring that the area has been made safe for personnel. No repairs will be affected until authorized by the Insurance Assessor/s.

6.1.4 Evacuation Procedure

Site manager shall ensure that all personnel on site are familiar with the necessary emergency evacuation and marshaling procedures prior to their commencement at the workplace. This shall be performed at the time of induction to site of project personnel and recorded in the induction register.

Procedure

1. Emergency situation identified
2. Site manager is contacted and made aware of emergency situation (use 2 way radio or mobile phone) and then surveys emergency situation & proceeds evacuation procedure (if required)
4. Site manager advises necessary emergency service of details
5. Follow evacuation procedure & assemble at nominated muster point. (As advised during induction).

7.0 TRAINING


The site manager shall obtain from the subcontractor, details regarding the qualifications and/or experience of his personnel who will be employed at the work site before they start on site where possible. The site manager will confirm and record their details these details when the subcontractors arrive on site. OHS/F: 008 Employee Personal Details & Skills Register

All personnel at the work site shall be safety inducted by the site manager. The safety induction shall include but not be limited to:

- Advising personnel of their obligations to the legislation & industry requirements
- Advising of emergency, accident, incident and evacuation procedures
- Advising of hazard reporting procedures.
- Advising of who is the First Aid Officer and their location
- Advising of the location of the first aid kit & emergency spill kits
- Advising of site specific rules and requirements
- Advising of the use of Personal Protective Equipment
- Advising of the consultation process or OHS committee members
- Advising Emergency procedures are part of the site induction.

The site manager will maintain records of this site-specific induction.

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 18 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

The site manager must check that all personnel have received the training required before permitting them to start on site:

- Site Specific Induction (by site manager)
- Task Specific instruction (by employer through SWMS, Instruction, Qualifications, etc)

Refresher Training

Toolbox Talks & SWMS will be used by Reeves Envico as refresher training. For particular high risk activities such as working at heights, use of hazardous substances or manual handling, Safe Work Method Statements shall be reviewed, and amended where necessary, prior to those works being undertaken.

8.0 INCIDENT MANAGEMENT & CORRECTIVE ACTION

Reeves Envico site manager will investigate incidents of non-compliance and take action to prevent recurrences.

8.1 Corrective Action

Unsafe work practices shall be ceased, faulty plant and equipment quarantined, and unsafe materials rejected until their respective problems have been rectified. The relevant sub-contractor or supplier shall be notified as soon as possible as to these non-compliances for their action.

Where necessary Site Safety Rules and / or Safe Work Method Statements shall be reviewed and amended to acknowledge the results of these investigations and to records the input collected when consulting affected stakeholders.

The site manager will ensure that an injury management and return to work program exists for the project.

The site manager together with the site manager shall review all corrective actions in consultation with the site personnel affected, especially corrective actions to address OHS non-conformances. Identified corrective actions will be monitored by the site manager and disseminated through pre-starts or Tool Box Talk meetings.

8.2 Internal


All injuries are to be recorded in the First Aid Register by the First Aid Officer. The site manager together with the site manager shall review the register on a regular basis to identify any recurring injuries and propose solutions to the prevention of these.

The nominated first aider shall be in charge of the first aid kit and be readily available to render first aid attention when necessary to persons working at the construction site. A notice is to be displayed showing name of nominated first aider at the Construction Site. A Register of injuries will be maintained at the Construction Site recording treatment of person injured while at the Construction Site, an accident / incident form must be completed and shall contain the following details:

- Name, age, address, occupation of person injured
- What employment
- What doing at time of injury
- Date, time of injury
- Brief description of type, cause, location of the injury & treatment given
- Name of first aider
- Referred for further treatment

The person rendering first aid to the injured party must record the information in the injury register.

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 19 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

The register must be made available for inspection when required. Copies of the register are to be returned to the Office after any incidents/accidents have occurred.

The register will be kept for at least 5 years with rest of project documents.

8.3 External

A notice of accident is required to be given to client immediately in the case of death or as soon as employer is aware of the incidents or within 48 hours in the case of serious injury or major incident.

Non-disturbance

Any such notice must, in the case of a non-disturbance occurrence shall be given:

- Immediately the occupier becomes aware of the occurrence, and
- By the quickest available means (for example, by telephone or facsimile).

This does not apply if the occupier is aware that another person has given the client notice of the occurrence.

Non-disturbance occurrence means:

- Non-disturbance of plant involved in fatal accidents or other occurrences (and of surrounding area)
- An occurrence that has resulted in a person being killed, or
- Any other occurrence prescribed by the regulations for the purposes of this definition.

The occupier of a place of work must take measures to ensure that:

- (a) plant at that place is not used, moved or interfered with after it has been involved in a non-disturbance occurrence, and
- (b) the area at that place that is within 4 meters (or, if the regulations prescribe some other distance, that other distance) of the location of a non-disturbance occurrence is not disturbed for 36 hours after reporting the event.

This does not prevent taking any action: to help or remove a trapped or injured person or to remove a body, or

- to avoid injury to a person or damage to property, or
- for the purposes of any police investigation, or
- in accordance with a direction or permission of an inspector, or
- in such other circumstances as may be prescribed by the regulations.

Any accidents or incident are to be reported to the Client


8.4 Rehabilitation

Where any Reeves Envico personnel are injured on site, the Rehabilitation Coordinator shall be advised.

Rehabilitation Coordinator

Rehabilitation plans shall be created as per the Corporate and legislative requirements, for the injured worker depending upon the nature and severity of the injury.

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 20 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

Immediate corrective action/s concerning any hazard, potential hazard shall be implemented by the site manager upon identification. The site manager shall review the corrective actions implemented for adequacy and where necessary take the appropriate preventative measures.

8.5 Customer Complaints

Where a member of the public makes a complaint, the site manager shall record the nature of the complaint in his daily diary. The site manager shall perform any corrective action required. The site manager shall review any customer complaints and ensure that they are discussed at the regular site meetings. Subcontractors will be advised during induction that any complaints made by members of the public are to be referred to the site manager in the first instance.

8.6 Statistical Techniques


Data relating to accidents, incidents, first aid treatments shall be used to trend those occurrences for the entire organisation with a view to improving, where necessary our OH&S performance by reviewing our Site Safety Rules, Safe Work Method Statements and other standard documents or procedures as required.

Individual project statistics shall be reported to the client with the monthly progress claims in the following format:

- This Month
- Total Cumulative
- Year To Date

1. Number of Lost Time Injuries
2. Number of Hours Worked
3. Number of Hours Lost Due to Injury
4. Lost Injury Frequency Rate LTIFR
5. Number of OHS Management Audits
6. Number of OHS Inspection

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 21 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

9.0 HANDLING STORAGE & PACKAGING

At the time of letting a subcontract, the site manager shall assess, in consultation with the subcontractor where necessary any potentially Hazardous Substances and Dangerous Goods, materials, or items that may be required for use within the project. Where time and availability of information exists a work method shall be created for the items identified to minimize the potential risks that may be encountered.

Reeves Envico will ensure all people engaged in hazardous processes are appropriately licensed and competent; a copy of their certificates of competency and licences will be kept on site to verify they are qualified to undertake their tasks.

Due to the diversity of materials used upon a construction project the site manager shall assess individual items for the correct handling and storage methods. Any hazardous or potentially Hazardous Substances and Dangerous Goods shall be identified as such and the appropriate material safety data sheets obtained. The site manager shall retain a listing of all Hazardous Substances and Dangerous Goods upon the site and perform a regular check of these items. The site manager will ensure people engaged in hazardous processes are appropriately licensed and competent.

Storage areas for materials shall be determined by the site manager depending upon the available space within the confines of the site. All hazardous substances and dangerous substances used on site will be handled stored used and disposed of in accordance with legislative requirements.


Hazardous Substances and Dangerous Goods that may be used in the construction process shall have a Material Safety Data Sheet supplied and the goods shall be stored in accordance with regulatory requirements. The site manager shall maintain a register of these goods and perform routine inspection of the storage method and "shelf life".

All instances of manual handling that are likely to be a risk to health and safety must be assessed by the relevant subcontractor prior to this commencing.

The hazards of moving heavy or bulky items and their corresponding risk assessments shall form part of that trades Safe Work Method Statement. Significant manual handling issues shall be reviewed before the commencement of major manual handling tasks.

Where possible mechanised lifting shall be utilised, where this is not possible, all heavy or bulky items shall be team lifted.

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 22 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

10.0 INTERNAL REVIEWS

Reeves Envico is to ensure that the OHS system in place is in accordance with the corporate system requirements, legislative requirements and good OHS practices and are reviewed during the project for implementation of the plan.

The review of the OH&S element of the project is carried out through:


1. Site manager Completing Site OHS checklists & forms to verify Internal reviews of OHS activities are being carried out at regular intervals this is done by reviewing SWMS and conducting toolbox meetings with site personnel, deficiencies identified shall be communicated to appropriate people by toolbox meeting and or issuing a site instruction for non-conformance.
2. Verification of corrective actions issued will be signed off as they are implemented.
3. Review on a monthly basis, selected key system elements of its OH&S Management System and Project OH&S Management Plans, with the goal of identifying OH&S deficiencies.

Reeves Envico staff will be tasked to conduct these reviews report their findings in a prompt manner to Reeves Envico Management for their action. These reports shall be reviewed at the monthly management meetings.

Where non-compliance items are discovered a non-compliance report shall be completed and distributed to all stakeholders. Consultation shall then occur to ascertain the type of corrective action required to remedy the situation and to ensure the non-compliance is not repeated.

These internal reviews and their results shall be available for external party review.

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 23 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	


11.0 RECORDS & DOCUMENTATION

Record Keeping

Safety records shall be maintained in accordance with the Corporate OHS Management procedures. The safety records to be maintained may include but not be limited to:

- Inspection & test reports
- Audit reports
- Internal review reports
- Training records
- Dangerous Goods & Hazardous Substances Details
- Risk assessment
- Site Safety Rules
- Induction register
- First aid officers list
- Emergency procedures
- Safe work method statements
- Hazard identification and risk assessment reports
- Incident notifications
- Injury register
- Incident and illness/injury investigations and reports
- Corrective action records
- Records of toolbox talks
- Personal protective equipment register
- Register of plant, electrical equipment, etc.
- Work permits (e.g. confined space entry permits)
- Material Safety Data Sheets
- Hazardous substances register
- Servicing records

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 24 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

12.0 MATERIALS HANDLING PROCEDURE


This outlines the methods to be used while lifting or moving items that may be heavy, bulky, and awkward, etc. to minimize the risk of injury.

1. Any long lengths or awkwardly sized materials such as timber, reinforcement bar, scaffold tubes, ladders, etc. must be carried by two men.
2. All deliveries and pick-ups must be reported to the site office before arrival on site. Unloading and storage will be directed from here.
3. All deliveries and pick-ups must be off-loaded or loaded on site or at a location specified by the site manager. E.g. not at side of residential roads, tourist tracks, car parking, etc.
4. Subcontractors are to coordinate deliveries with our site manager to optimize the use of lifting equipment.
5. Bulky or overweight items are to be moved on pallets by means of a trolley jack or other mechanical means. Major items to be moved in this manner include blocks, sand, cement, formwork timber, steel and potentially hazardous materials.
6. Correct PPE such as gloves, goggles, etc. are to be used when handling potentially Hazardous Substances and Dangerous Goods or items with rough/uneven edges
7. All items are to be stored on a flat, level surface.
8. Wherever possible use mechanical aids to lift or move materials on site.
9. Maximum weight to be lifted by one person without mechanical aid is 16kg. If object exceeds this weight consideration should be given to using mechanical aids such as pallet trolleys, wheelbarrows, cranes, hoist, etc. must be used.
10. When using mechanical lifting equipment such as cranes, etc slings, hooks, etc are to be checked for damage and condition before use.
11. There is to be no work underneath moving overhead lifting equipment.
12. Hard Hats are to be worn at all times

When lifting by hand, remember:

- Ask for assistance
- Keep load as close to your body as possible
- Use your legs, bend your knees
- Keep your back straight

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		Page 25 of 25

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

APPENDIX A – INDUCTION

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		APPENDICES



1. GENERAL

Welcome to Reeves Envico site. Every employee owes it to himself, his family and the Company to use and properly care for the personal protective equipment provided for on the job use. Any faults in the condition of any of the equipment should be reported to your Foreman/Supervisor or Safety Officer for action. Safety equipment including gloves, safety goggles, helmets and earmuffs are available from your employer for your protection.

USE THEM AND DO NOT TAMPER WITH THEIR OPERATION

2. SAFETY FOOTWEAR

The wearing of safety footwear is **MANDATORY**.

3. SAFETY HELMETS

Safety helmets **MUST** be worn on every site in the areas nominated as hard hat zones. Helmets must be worn by all employees when moving around the site. Helmets must be AS/NZS 1801 compliant, in good condition and within 3 years of manufacture or first wear date.

4. ELECTRICAL LEADS

Electrical leads must be suspended 2100mm above floor level. Use only power tools and leads that have been tested and tagged within the last 1 month by a qualified electrician. This site runs on generated power from portable sources – earth leakage protection distribution must be affixed to the first outlet.

5. SCAFFOLD

All scaffolds must be erected to conform to the Australian Standards (AS/NZS 1576) and manufacturers/suppliers specifications. Never remove guardrails, planks handrails or ladders for any reason. If scaffolding needs to be altered speak to your Foreman/Supervisor. Before using mobile scaffolds, ensure that all wheels are locked.

6. EXPLOSIVE TOOLS

Only trained and qualified personnel are to use explosive powered tools.

7. EXCAVATIONS, TRENCHES AND PENETRATIONS

Penetrations, trenches and excavations should be adequately guarded, or barricaded, or otherwise protected to prevent someone falling. Refer to AS/NZS 4744.1-2000

This site has high pressure pipelines – Confirm locations prior to digging

Confined space entry procedures by ticketed operators are to be in place in all confined space work, refer to AS/NZS 2865-2001. If in doubt; ASK.

8. REGULATIONS

These guidelines **DO NOT** replace any Acts, Regulations or Codes of Practice. All the preceding have jurisdiction over all work and must be complied with.

9. SITE CLEANLINESS

An unclean site is a dangerous site. You must ensure that refuse generated by your work is cleaned up progressively (minimum requirement is daily). **ALWAYS** use sanitary facilities and keep them clean and tidy. Keep lunchrooms clean and tidy. Sanitary facilities are chemical waste – do not block.

10. RUBBISH

Rubbish bins are provided for your use. **USE THEM.** Material suitable for recycling will be stockpiled and then removed for processing, or reused on-site as required.

11. SIGNAGE

Safety signage is for the information of all on site. Do not cover or impair view of signage.

IF A SIGN IS DISPLAYED IT MUST BE OBEYED.

12. ALCOHOL AND ILLICIT DRUGS

Alcohol and drugs of abuse must not be brought onto or consumed on the site.

13. WORKPLACE

ALWAYS leave your place of work in a safe, tidy and orderly manner.

14. SITE ENTRY

All people upon entry to site must report to the Site Manager/Foreman and Safety Officer. All new employees and employees of subcontractors or those requiring induction updates will be required, prior to commencement of work to:-

- (i) Receive a copy of this booklet.
- (ii) Undergo an induction into the project.

15. GENERAL PROHIBITIONS

The following offences will not be tolerated on this site:

- Not using the sanitary facilities.
- Fighting.
- Intoxication.
- Refusal to act on safety instructions issued by the Foreman/Supervisor, or Safety Officer.
- Removal of guardrails or barricades without approval or alternative protection.
- Smoking in lunch/crib huts or where employees may be affected.
- Vandalism or stealing of any kind.
- Dogs on site.

16. UNSAFE PRACTICES AND WORK PROCEDURES

When there is a safety risk with the work to be undertaken a Safe Work Procedure is to be submitted before work is commenced. If in doubt ask the Site Foreman/Supervisor, or Safety Officer.

17. PLANT AND EQUIPMENT REQUIREMENTS

Plant and equipment must conform to the following:-

- (i) Have the health and safety information and/or risk assessment for safe operation of that piece of plant or equipment.
- (ii) Have the relevant servicing details available.
- (iii) Be registered with the Site Foreman in the Plant Record Log Book.
- (iv) Be operated by a certified person who has the appropriate certificates or proof of competency for operating that plant or equipment.

18. WELDING AND CUTTING

Unauthorised use of welding and cutting equipment is prohibited. Welding screens should be used wherever possible particularly if other workers may be exposed to welding activities. All equipment must be in good working order and a **FIRE EXTINGUISHER** available for immediate use. Users must wear suitable protective clothing. Cutting or welding from ladders is prohibited

19. TRAFFIC AND PLANT MOVEMENT

Spac3e on site is limited. All plant should have working audible reversing and motion alert tones.

Exclusion zones will be maintained around heavy plant and blast radii, the latter shall be designated with orange bunting or fenced.



20. DANGEROUS GOODS

No dangerous or toxic substances are to be brought on site unless:-

- It is first reported to the Foreman/Supervisor or Safety Officer, and
- Accompanied by the relevant Worksafe Australia Material Safety Data Sheet (MSDS).
- This site has diesel fuel tanks on site – no naked flames on site unless hot work permit in place.

21. MANUAL HANDLING/LIFTING

You can avoid painful and long lasting injuries which can be caused by incorrect lifting by following simple procedures:-

Correct Lifting Techniques

- Use mechanical lifting equipment where possible or necessary;
- Plan the lift by estimating the load and knowing exactly where it is to be placed;
- Ensure that access to the area is clean;
- Avoid lifting excessively heavy loads – get help;
- Avoid bending your back to pick up a load – bend your knees and keep your back straight;
- Hold the load as close as possible to your body;
- Avoid twisting while lifting or carrying;
- Take care to reduce the likelihood of slips and falls which can jar the spine;
- Provide work method statement on lifting procedures.

Overall physical fitness, warm up activities and a gradual build up to higher work levels help to avoid strain injuries.

22. SAFETY POLICY AND MANAGEMENT PLAN

Full details of Reeves Envico Occupational Health and Safety Management Plan are detailed in the Company's safety manual.

ACCIDENTS

**Report all accidents major or minor
to the Foreman/Supervisor or
First Aid Officer**

WHAT TO DO

Serious Injuries Accidents and Emergencies

- Don't Panic.
- Send for a qualified First Aid Officer.
- Do not move injured person (except if life threatening)
- Ensure airway is clear.
- Administer cardio pulmonary resuscitation (only if qualified to do so)
- Stop serious bleeding by applying pressure to the wound.
- Make injured person comfortable.
- Do not interfere with the accident scene.

WHEN PHONING FOR HELP SAY

- WHERE** the emergency is.
- WHAT** has happened?
- WHAT** is being done?
- WHO** is calling?
- WAIT** to be told what to do before hanging up.
- Phones are located in the site office.
- Emergency information is displayed above site office phone.

**WORK SAFELY
STAY HEALTHY**

REFURBISHMENT AND AUGMENTATION OF POHNPEI PUMP STATIONS AND WASTEWATER TREATMENT PLANT

Site Office Location: **TBA**

Telephone: **TBA**

Email: **ccb@ccbenvico.com**

Site Manager: **Bill Newton**

OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT

Reeves Envico accepts that the health and safety of its employees is of utmost importance and will manage its facilities in such a manner to ensure as far as practicable, the highest standards of health and safety are maintained in accordance with the Victorian Occupational Health and Safety Act, associated Regulations, Codes of Practice and Australian Standards.

Reeves Envico recognises the value of involving employees in the formulation and implementation of the health and safety programs and safe work procedures.

Reeves Envico accepts the responsibility to ensure, so far as is practicable, a workplace that is safe and without risk to health by providing and maintaining:

- Safe plant, equipment, machinery and systems of work;
- Adequate information, training and supervision; and
- Facilities for first aid treatment and the monitoring of the health and welfare of its employees.

Every employee is required to:

- Adhere to the Company's safe working practices instructions and rules;
- Perform all duties in a manner that is without risk to themselves or to others;
- Report to management any plant, equipment or work procedure that he/she considers to be unsafe; and
- Co-operate with management to ensure that health and safety responsibilities are fulfilled and maintained

With both management and employees working together a healthier and safer working environment with no accidents can easily be achieved. Increases job satisfaction, morale and productivity.

**Peter Cusack
DIRECTOR**

**Simon Gorman
DIRECTOR**

Reeves Envico

EMPLOYEE INDUCTION GUIDELINES & REGISTRATION

Introduction

This standard is the minimum requirement for site induction on all Reeves Envico projects.

It covers how all persons on site are to carry out their day to day activities:

- safely,
- with consideration to other workers on site,
- customer service,
- effectively, and,
- efficiently.

Responsibility

Site manager/ Site foreman

Standards for Site Inductions

All construction workers are to attend the Site Specific Induction before starting work on site. The employers carrying out the works are to induct their employees to trade specific safe work procedures before that particular work commences. These employers must keep a record of workers who attend the specific trade induction and provide documentation to the Reeves Envico Project Team verifying this was carried out.

A re-induction **must** take place when worker/s have failed to comply with any of the items covered in the General Induction.

A re-induction is also recommended for worker/s that have been on site for 6 months or over.

The **employer** of the construction workers attending the induction must make sure that all present understand the content of the induction by providing interpreter/s if necessary. (An interpreter may be a co-worker)

The Reeves Envico Project Team is responsible for:

- reviewing and updating the content/ presentation on a six monthly basis or where project conditions or changes to legislation require;
- displaying and updating regularly posters, mandatory signs, procedures and standards in the induction facilities;
- looking at alternative methods of presentation. A video is a good form of communication for general OH&S issues (not mandatory). Video tapes may be purchased from WorkCover Authority or the Environment Protection Agency/Authority (EPA).

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EMPLOYEE INDUCTION GUIDELINES & REGISTRATION

Part A – Site Specific Induction

This induction must include the following sections and each should take a maximum of 10 minutes.

- | | |
|----------------------------------|---|
| 1.0 Introduction | <hr/> <ol style="list-style-type: none"> 1. Welcome. 2. Give a brief history/description of the facility for construction 3. Explain briefly who the client is and their role. 4. Give information about the project i.e.: what we are building, the completion date, and the stage of the project at the time of the induction. 5. Describe organisation chart (with photos if available) of who is responsible for different areas of the project, to avoid confusion. Include OH&S Committee Members, site delegate, etc. and their roles and responsibilities. 6. State house rules (Site Specific), e.g.: working hours, Contractor Parking, traffic rules etc. 7. Mention any environmental approvals, licences or requirements imposed by the EPA for the project to Reeves Envico personnel or any of subcontractor. <hr/> |
| 2.0 Locations of Site Facilities | <p>This section is to have plans and sketches clearly showing all locations.</p> <ol style="list-style-type: none"> 1. First Aid facilities 2. Lunch, change, toilet and washing facilities. 3. Office location. 4. Temporary power boards location (where applicable). 5. Fire hose reels and/or extinguishers (discuss types and their uses). 6. Storage areas for: <ul style="list-style-type: none"> ▪ Flammable liquids, ▪ Chemicals, ▪ P.C.B's, ▪ Asbestos, and ▪ General materials and tools. 7. Entry and exit to the site. Emergency rally point. Hooter. 8. Waste facilities. <hr/> |
| 3.0 Site Communication | <p>In this section specify all of the following showing plans and sketches of all locations.</p> <ol style="list-style-type: none"> 9. First Aid communication system (including how to operate the system). 10. Evacuation communication system (including how to operate the system). <hr/> |

Con'td

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EMPLOYEE INDUCTION GUIDELINES & REGISTRATION

3.0 Site Communication (Cont'd)	<ul style="list-style-type: none"> 11. Emergency contact names and telephone numbers 12. Library for procedures, safe work method statements and Material Safety Data Sheets (MSDS). 13. Notice Boards, location and information displayed. 14. Safety information meetings (Safety Circles). 15. OH&S Committee meetings. <p>Any other communication systems relevant to the project.</p> <hr/>
4.0 OH&S Legislation	<p>Contact the Project Manager if unfamiliar with the content on any of the following.</p> <ul style="list-style-type: none"> 16. Outline briefly relevant sections of the OH&S Act. 17. Outline also any relevant sections of the environmental legislation for your project. <hr/>
5.0 Privacy Legislation	<p>Contact the Regional Operations Manager if unfamiliar with the content on any of the following.</p> <ul style="list-style-type: none"> 18. Outline the national privacy principles and how they apply to the collection of "personal" information at the project site.
6.0 Site Policies, Procedures & Standards	<p>Involve the participants when making these points (e.g.: question/answer, explain a procedure and ask the participant to demonstrate).</p> <p>Cover all of the following:</p> <ul style="list-style-type: none"> 19. Reeves Envico OH&S and QA Policies and give an example of a subcontractor's policy (from one of the participant's employers if possible). 20. Evacuation procedure, including procedures for fire, chemical spillage and bomb threats. Show plans and sketches of access ways, fire stairs and assembly points. 21. First aid procedures. 22. The system in place for failing to follow OH&S procedures and requirements. 23. Washing procedures for tools. 24. Disposal of materials procedure e.g.: paints, cement products, etc. 25. Other procedures particular to the project. 26. Demonstrate understanding of Reeves Envico environmental & community policies under section 1.0 in the OH & S management plan. <hr/>

Continued

Reeves Envico

EMPLOYEE INDUCTION GUIDELINES & REGISTRATION

6.0 Site Policies, Procedures & Standards (Cont'd)

27. Work Procedures - make sure the participants understand that:
 - their employer has submitted to Reeves Envico a SWMS/risk assessment and safe work procedures to eliminate or control the identified risks,
 - the employer should involve his/her employees when formulating the SWMS/risk assessment and the safe work procedures,
 - workers must follow safe work procedures and those who fail to follow the procedures may be asked by their employer to leave the site

If there is a need to make changes to the safe work procedure

 - work stops in the area affected by the safe work procedure,
 - all those involved in the task review the procedure,
 - Reeves Envico approves the revised procedure, and
 - once it is reviewed the work may start again
28. Site specific standards:
 - Noise (personal and environmental)
 - Eye protection
 - Safety footwear
 - Cleanliness
 - Helmets
 - Gloves
 - and any other standards particular to the project.
29. Relevant Company and Branch standards that the participants must follow and where they can find more information.
30. Whole team participation in the process of inspections for OH&S and QA Inspection and Test Plans.
31. Any customer service requirements that participants must follow on site.

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EMPLOYEE INDUCTION GUIDELINES & REGISTRATION

Part B – Re-induction

The re-induction must include the following.

1.0 Updates or Changes

Updates or changes to:

- project status and completion date,
 - site organisation chart (including OH&S Committee members),
 - House Rules,
 - project environmental approvals, licences or requirements imposed by the EPA,
 - the site facilities and locations,
 - site communications procedures and operations,
 - OH&S legislation or any Regulations
 - site policies, procedures and standards (project, Branch, Company)
-

Continued

Reeves Envico

EMPLOYEE INDUCTION GUIDELINES & REGISTRATION

2.0

Workers re-inducted because of failure to follow any item covered in the General Induction must ensure they understand the reasons for their re-induction so it does not happen again.

Part C – Attendance at Inductions

Attendance Records Keep a register of all workers attending the Induction. The register must contain at least the following information from each participant:

- Name and address
- Next of kin and contact telephone number
- Employer's name, address and telephone number
- Date of induction (Preliminary, General Induction and any Re-induction/s)

By signing this form the participant agrees to the following:

"I understood the information presented to me during the Induction (specify type of induction) and I promise to work safely so I do not put at risk myself, my workmates or the environment."

The following is an example of an Induction Attendance Record Form that can be used if appropriate to Statutory Legislation

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EMPLOYEE INDUCTION GUIDELINES & REGISTRATION

EXISTING STP RULES & PROCEDURES

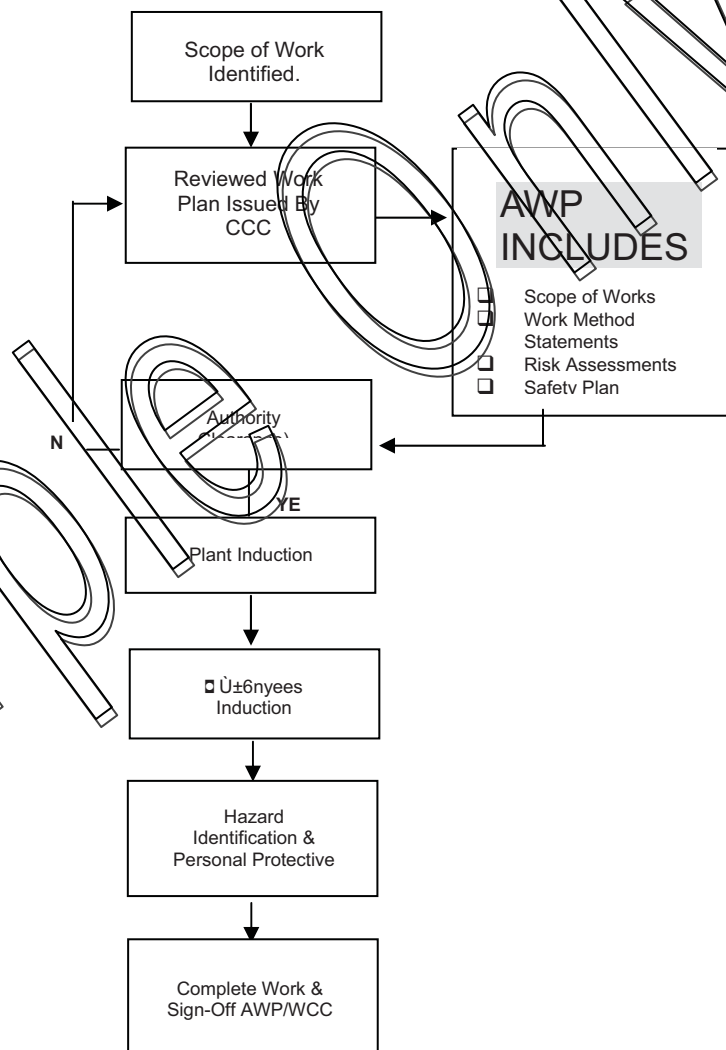
IN RESPECT TO THE PROJECT ALL CONTRACTORS AND SERVICE PROVIDERS SHALL:

- ☐ Complete a site induction;
- ☐ Observe the vehicular speed restrictions sign posted on the Plant's access roads;
- ☐ Be aware The Project has areas which have been designated a confined space;
- ☐ Be aware The Project has areas which have been designated Gas Hazardous;
- ☐ Be aware various chemicals are used and stored at The Project;
- ☐ Be aware The Project is an automated Plant with equipment liable to start at any time;
- ☐ Be aware The Project is a designated hard hat area and the wearing of a hard hat and safety shoes is mandatory;
- ☐ Be aware that to access certain areas of the Plant hearing protection must be worn;
- ☐ If working in a confined space. Be trained in Melbourne's Water's Corporate Instruction No 800 Safe Entry and Working in Confined Spaces, as well as any other relevant training for Confined Space Entry; and
- ☐ Produce a Project Specific Safe Work Plan which shall include as a minimum:
 - i. A process that documents an assessment of OHS&R hazards, risks and appropriate controls for the work to be carried out.
 - ii. A process that documents safe work practices by incorporating OHS&R risk controls to be used in the work.
 - iii. A process to authorise work clearance (including work permits) that initiates the application of safe work practices at the place of work.
 - iv. A process to monitor compliance with (i) to (iii).
 - v. A process that reviews Project Specific Safe Work Plans on a weekly basis to ensure they are still relevant to the scope of work.

WORK ACCESS TO CONSTRUCTION SITE

- ☐ Before work commences all subcontractor employees to have signed off work method statements and risk assessments;
- ☐ Attend site induction;
- ☐ Record fill out and induction sticker issued;
- ☐ Ensure all re wearing reviewed protective equipment;
- ☐ All electrical equipment is tested and tagged; and
- ☐ Work commences

WORK ACCESS FOR PROJECT



REEVES
ENVICO

THE PROJECT
UPGRADE

Project Description

The project consists of:

- ☐

Reeves Envico
EMPLOYEE INDUCTION GUIDELINES & REGISTRATION

Funafuti Airport Terminal Local Site Induction Card

Tuvalu Aviation Investment Project

NAME:

....

POSITION:

DATE:

....

1) OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT:

FAKANOFONOFOGA OTE OLA LEI MOTE SAOGALEMUU TAU TE GALUEGA:

- ❖ REEVES ENVICO ACCEPT THAT THE HEALTH/SAFETY OF ITS EMPLOYEES IS IMPORTANT AND WILL MANAGE THE JOB TO MAKE SURE AS FAR AS PRACTICAL TO MAINTAIN THE HIGHEST STANDARDS OF HEALTH/SAFETY
REEVES ENVICO E FAKATAUA NEIA ATE OLA LEI MOTE SAOGALEMUU O ANA TINO GALUE, KAE KA ONOONO MALOSI KITE FAKATUMAUNGA OTE OLA LEI MOTE SAOGALEMUU O ANA TINO GALUE.
- ❖ REEVES ENVICO VALUES INVOLVING ALL EMPLOYEES IN MAKING THE JOB HEALTH /SAFETY.
REEVES ENVICO E FAKATAUA NEIA TE KAU FAKATASI O ANA TINO GALUE ITE TAUSIGA OTE OLA LEI MOTE SAOGALEMUU.

2) REEVES ENVICO IS RESPONSIBLE FOR MAINTAINING:

REEVES ENVICO IO IA TE TIUTE O TAUSI KAE ONOONO KITE FAKATUMAUNGA:

- ❖ SAFE PLANT (MACHINES) AND EQUIPMENT
MASINI MO MEA FAIGALUEGA KE MAFIA ANA TINO GALUE O GALUE AUNOA MOSE FAKALAVELAVE.
- ❖ INFORMATION TRAINING AND SUPERVISION
FAKATONUTONU KAE FAKAAKOAKO KE ATAMAI ANA TINO GALUE.
- ❖ FIRST AID AND EDUCATION FOR HEALTH ON SITE
AKOAKOGA OTE FESOASOANI MUAMUA MOTE OLA LEI ITE KOGA GALUE.

3) EVERY EMPLOYEE IS REQUIRED TO OBEY THE COMPANY RULES:

TINO GALUE KATOA E MANAKOGINA KE TAUTALI KI FAKANOFONOFOGA ATE KAMUPANE:

- ❖ WORK WITH SAFETY FOR THEMSELVES AND OTHER WORKERS AND COMMUNITY
KE GALUE FAKALEI MAISE KE PUIPUI LATOU MAI FAKALAVELAVE + NIISI TINO I OLOTOU Tafa kae maise ko tino katoa ite kogakoga tena e iei te galuega.
 - ❖ REPORT TO MANAGER ANY PROBLEM WITH WORK ON MACHINES.
FAKAILOA KITE PULE / MENETIA SOSE FAKALAVELAVE FAKAFESAGAI ITE GALUE MO MASINI.
 - ❖ WORK WITH MANAGEMENT TO MAKE THE JOB HEALTHY AND SAFE
GALUE FAKATASI MOTE KAU OTE OFISA O FAIT E SAOGALEMUU MOTE OLA LEI I LOTO ITE GALUEGA.
1. WEAR YOUR SAFETY CLOTHES AND DO NOT BREAK OR LOOSE THEM.
PEI GATU PUIPUI KAE KE SEE FAKAGALO IO ME FAKAMASEI.
 2. YOUR SAFETY BOOTS.
TAKA GALUE / TAKAPUIPUI (SAFETY BOOTS)
 3. WEAR YOUR SAFETY HELMET WHEREVER NECESSARY.
PEI FAELOA TOU PULOU PUIPUI I SOSE KOGA.
 4. ELECTRICITY: LOOK OUT FOR ELECTRICITY AND CARE FOR POWER LEADS WHEN USING POWER TOOLS.
ONOONO FAKALEI KI MEA TAU ITI KAE ATAFAI FAKALEI A UAEA OTE ITI MAFAI E FAKAAOGA A MEA FAIGALUEGA MALOSI.
 5. SCAFFOLD MUST BE CONSTRUCTED BY TRAINED EMPLOYEES
TULAGA GALUE E TAU O FAKAPIKIPIKI NETE TINO GALUE TELA KOOTI NE FAKAAKOGA KITE FAKAPIKIPIKIGA O TULAGA GALUE.
 6. DIGGING HOLES MUST BE BARRICADED FOR SAFETY.
SOSE POKO E KELI E TAU O PUI FAKALEI MOTE LEI O TINO
 7. LOCATE ALL OTHER PIPES AND WIRE AND DIG WITH CARE. LOOK OUT FOR EXPLOSIVES AND BOMBS.
FAKAMATEA A PAIPA KATOA MO UAEA KAE ATA KELIKELI FAKALEI KAE ONOONO KI MEATAU FAKAMATAKU PELA MO POOMU.
- DO NOT TOUCH! ANY UXO (BOMBS) OR WIRE - REPORT TO MANAGER.
FAKAILOA KITE TINO PULE / MENETIA TULANGA SOSE MEATAU FAKAMATAKU E MAUA KAE TAPU TE FAKAPATELE KIEI.

NO DIGGING HOLES MORE THAN 1200MM WITHOUT MANAGER'S PERMIT.

SEAI SE POKO E SILIGA ATU TENA POKO MOTE 1200MM E KELI AUNOA MOSE SAOLOTOGA MAI TE TINO PULE IO ME KOTE MENETIA.

8. DO NOT BREAK THE LAW.

E TAPU TE OFA IO ME SOLI TULAFONO.

9. DOES NOT MAKE RUBBISH OR DROP ON THE GROUND, CLEAN AFTER WORK, TAKE RUBBISH AWAY?

E TAPU TE FAITE O KAIGA IO ME PEIPEI A KAIGA VALEVALE, TEU FAKAMAA KAE PEI KATO A KAIGA MA OTI TE GALUEGA.

10. OBEY SIGNS FOR THE JOB.

USIUSITAI / TAUTALI KI SOSE FAKANOFONOFOGA OTE GALUEGA KOLA E FAKAASI I LUGA I LAUPAPA.

11. NO ALCOHOL OR DRUGS NO WORKER WILL BE EMPLOYED IF DRUNK.

E TAPU MEAINU MALOSI IO ME KO VAILAKAU MALOSI. SEAI SE TINO GALUE E FAKAGALUE MAFAI E VALE.

12. ALL WORKERS MUST HAVE INDUCTION BEFORE WORKING WITH REEVES ENVICO.

TINO GALUE KATO A E TAU O FAI NE LATOU SE AKOAKOGA FOLIKI E UIGA KI TULAGA OTE GALUEGA KOI TUAI O GALUE MOTE REEVES ENVICO

13. NO FIGHTING, NO STEALING, NO BREAKING OR DAMAGING ANYTHING.

E TAPU TE FAITAU A, KAISOA IO ME OFA SOSE MEA I LOTO ITE GALUEGA.

14. NO CUTTING OR DAMAGES TO TREE. LOOK AFTER THE ENVIRONMENTS.

E TAPU TE KATIKATI IO ME FAKAMASEI A LAKAU. ATAFAI TE ENIVALOMENE.

15. IF WORKER THINKS THE JOB IS UNSAFE, THEY WILL ASK THE MANAGER (SUPERVISOR). STOP WORK IF UNSAFE.

KAFAI TINO GALUE E FAKATAU IFO TE GALUEGA SE LEI E MAFAI O PAKIA A IA IEI, FAIPATI KITE TINO PULE IO ME KOTE MENETIA KE TAOFI TE GALUEGA ME MAFAI LATOU O PAKIA IEI.

16. MACHINES AND VEHICLES ARE TO BE LOOKED AFTER AND PROPERTY MAINTAINED.

TAUSI KAE ATAFAI FAKALEI A MASINI MO MEA FAKATELETELE. PENA FOKI A KOPE MOTE OFISA OTE KAMUPANE.

17. NO PERSON TO OPERATE MACHINE CAR OR TRUCK WITHOUT LICENSE.
SEAI SE TINO E FAKAOGA NEIA A MASINI MO MEA FAKATELETELE KAE
SEAI SENA LAISENE.
18. CAREFUL IF WELDING OR CUTTING OR GRINDING FOR RISK OF FIRE -
HAVE WATER OR FIRE EXTINGUISHER ON SITE IF WORKING WITH HOT.
GALUE FAKALEI MAFAI E FAKAOGA MASINI SOKO FITI IO ME MASINI
KANA I POKOTIAGA OTE AFI. KE TOKA FAELOAVAI IO ME KO FAGU
TAMATE AFI I SOSE KOGA E GALUE IEI KOE MO AFI.
19. CARE AND SAFETY MUST BE MAINTAINED WITH TRAFFIC KEEP AREA
CLEAR AND WARN OTHER DRIVERS.
ATAFAI KAE PUIPUI SE MEA E TAU O FAKATUMAU PELA FOKI MOTE
TAUSIGA OTE KOGA E OLO IEI MEA FAKATELETELE OTE GALUEGA KE
AVANOA, KAE KE FAKAILOA KI NIISI TINO FAKATELETELE.

4) ACCIDENTS

FAKALAVELAVE TUPU FAKAPOI

- ❖ REPORT ALL ACCIDENTS TO MANAGER CONTACT SUPERVISOR OR
MANAGER, IF SERIOUS ACCIDENTS
FAKAILOA SOSE FAKALAVELAVE TUPU FAKAPOI KITE MENETIA. SOKOTAKI
KITE TAKITAKI IO ME KOTE MENETIA OTE GALUEGA MAFAI SE
FAKALAVELAVE LASI.
- ❖ CALL FOR AMBULANCE 919. MAKE SURE JOB SITE IS SAFE AND BE CAREFUL
TO STOP ANY MORE ACCIDENT
TELEFONI KITE MOTOKA ATE FAKAIMASAKI ITE NAPA KOTE 919.
TAUMAFAI O FAKAGATA FAKALAVELAVE TUPU FAKAPOI.
KE FAI TE KOGA GALUE MO KOGA E LEI TE GALUE.

INDUCTION COMPLETED

DATE:


SIGNED:

INDUCTOR:

Feagai PHONE: 700 1666


Brian PHONE: 700 3002

Steve PHONE: 700 2996

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Occupational Health & Safety Management Plan	

APPENDIX B – OH&S FORMS

Revision No: 1	Revision Date: 10/06/2016	Revision Notes:
File Name: Contract No.MCT/W/T-A17.1 – OH&S Management Plan		APPENDICES

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
OH&S Management System	

DESCRIPTION: OCCUPATIONAL HEALTH, SAFETY AND REHABILITATION ACCIDENT & INCIDENT REPORT	OHS/F: 001
--	------------

Has the worker resumed duties? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date resumed / /
--

05 Injury Details (By Site Manager)	Part of Body Injured: _____ Nature of Injury: _____
	If applicable state right or left: _____ Serious, severe or slight? _____
	Has the worker suffered any similar injury: No <input type="checkbox"/> Yes <input type="checkbox"/> Details: _____
	If yes, was a claim lodged with this office: No <input type="checkbox"/> Yes <input type="checkbox"/> Details: _____
	What work was the worker doing when he or she was injured: _____
	How long was the worker performing such work prior to the injury? _____
	Was it his or her duty to perform such work? _____

06 Other Details (By Site Manager)	The person in charge at the time, his / her position: _____
	Has he / she verified the particulars? _____
	Give any names of any witnesses of the occurrence: _____


	Have they verified the particulars given? _____

07 Site Manager's Report (By Site Manager)	Investigation commenced: am/pm / / Injury reported: am/pm / /
	Were you advised of the accident before the worker left work? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Comments: _____

	What action has been taken or is recommended to prevent recurrence? _____

	Signed: _____ Date / /

08 Project Manager's Report	Comments: _____

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
OH&S Management System	

DESCRIPTION: OCCUPATIONAL HEALTH, SAFETY AND REHABILITATION ACCIDENT & INCIDENT REPORT	OHS/F: 001
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(By Project Manager)	Action taken to prevent recurrence:
	Signed: _____ Date / /
	Has a WorkCover report been submitted? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, Date / /

CONFINED SPACE ENTRY PERMIT

WORK DETAILS			
Work Area:			
Work to be Performed:			
Equipment to be used:			
REQUIREMENTS (Tick where applicable)			
<input type="checkbox"/> Entry through controlled point only	<input type="checkbox"/> Work rest regime for heat stress		
<input type="checkbox"/> Cables/Leads through separate opening	<input type="checkbox"/> Control Engulfment Hazards		
<input type="checkbox"/> Cables /Leads elevated	<input type="checkbox"/> Low Voltage Lighting (32V)		
<input type="checkbox"/> Barricades and signage	<input type="checkbox"/> Rescue Plan		
<input type="checkbox"/> Check structure integrity	<input type="checkbox"/> Isolations (Detail on back)		
PPE (Tick where applicable for inherent hazards)			
<input type="checkbox"/> Disposable dust mask	<input type="checkbox"/> Goggles		
<input type="checkbox"/> Half Face Respirator	<input type="checkbox"/> Confined space Harness		
<input type="checkbox"/> Supplied Air Respirator	<input type="checkbox"/> Disposable Overalls		
<input type="checkbox"/> Ear Muffs/ Plugs	<input type="checkbox"/> Chemical Gloves		
<input type="checkbox"/> Face shield	<input type="checkbox"/> General Purpose Gloves		
Other:			
GAS TESTING			
Initial Results (additional results to be detailed on back of permit)			
O ₂	LEL	H ₂ S	CO
Additional Testing			
<input type="checkbox"/> Continuous	<input type="checkbox"/> Hourly	<input type="checkbox"/> 4 Hourly	<input type="checkbox"/> None
VENTILATION			
<input type="checkbox"/> Natural	<input type="checkbox"/> Forced	<input type="checkbox"/> Local Exhaust	
COMMUNICATION			
<input type="checkbox"/> Visual	<input type="checkbox"/> Verbal	<input type="checkbox"/> Radio	<input type="checkbox"/> Other:
ASSOCIATED PERMITS AND DOCUMENTATION (Attach to Permit)			
<input type="checkbox"/> Hot Work	Permit No:		
<input type="checkbox"/> MSDS	Chemicals:		
ADDITIONAL REQUIREMENTS/DETAILS:			
SITE SUPERVISOR REVIEW			
Site Supervisor I have reviewed the proposed work and authorise it to be undertaken.			
Name:	Sign:	Date:	Time:
HANDOVER			
Permit Validity	<input type="checkbox"/> Duration of the job	<input type="checkbox"/> From:	To:
Permit Authoriser This permit is authorised.			
Name:	Sign:	Date:	Time:
Permit Holder I acknowledge receipt of this permit for work performed in accordance with the conditions stated.			

Name:	Sign:	Date:	Time:
HANDBACK			
Permit Holder I hereby relinquish this permit.			
Name:	Sign:	Date:	Time:
Permit Authoriser This permit is cancelled.			
Name:	Sign:	Date:	Time:

Log In / Out

Personnel to log time in and out of the Confined Space

Name	Signature	In	Out	In	Out	In	Out	In	Out

Standby Person

Name:	Sign:	Date:	Time:
Name:	Sign:	Date:	Time:
Name:	Sign:	Date:	Time:
Name:	Sign:	Date:	Time:
Name:	Sign:	Date:	Time:

Isolations (Additional Isolations – attach isolation list)

No	Isolation Point	Details	Isolator initial
1			
2			
3			
4			
5			
6			

Gas Testing Results

Date	Time	O2	LEL	H2S	CO	Atmosphere Safe
						<input type="checkbox"/> Yes <input type="checkbox"/> No Initial:
						<input type="checkbox"/> Yes <input type="checkbox"/> No Initial:
						<input type="checkbox"/> Yes <input type="checkbox"/> No Initial:
						<input type="checkbox"/> Yes <input type="checkbox"/> No Initial:
						<input type="checkbox"/> Yes <input type="checkbox"/> No Initial:
						<input type="checkbox"/> Yes <input type="checkbox"/> No Initial:
						<input type="checkbox"/> Yes <input type="checkbox"/> No Initial:
						<input type="checkbox"/> Yes <input type="checkbox"/> No Initial:
						<input type="checkbox"/> Yes <input type="checkbox"/> No Initial:
						<input type="checkbox"/> Yes <input type="checkbox"/> No Initial:
						<input type="checkbox"/> Yes <input type="checkbox"/> No Initial:
						<input type="checkbox"/> Yes <input type="checkbox"/> No Initial:
						<input type="checkbox"/> Yes <input type="checkbox"/> No Initial:

Emergency Phone Numbers

REMAIN CALM REPORT NATURE OF EMERGENCY

EMERGENCY	Dial 919
------------------	-----------------

POLICE	Dial 919
---------------	-----------------

FIRE	Dial 919
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AMBULANCE	Dial 919
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HOSPITAL	Princess Margaret Hospital, Funafuti (+688) 20765
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SITE ADDRESS: Funafuti International Airport Terminal, Tuvalu

First Aiders Onsite & 24 Hour Contact for Incidences

Brian Oman (+688) 700 3002

Stephen Carter (+688) 700 2996

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
OH&S Management System	

DESCRIPTION:	HAZARD IDENTIFICATION & RISK ASSESSMENT	OHS/F: 010
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The following is a list of the hazards Reeves Envico has identified arising from the contracted/agreed work activities. These hazards may require Safe Work Method Statement(s) under workcover regulations.

Occupational Health and Safety			
<input type="checkbox"/>	Access & egress	<input type="checkbox"/>	Confined/enclosed spaces
<input type="checkbox"/>	Coring/chasing	<input type="checkbox"/>	Dangerous Goods (Oxy/other)
<input type="checkbox"/>	Demolition/dismantling	<input type="checkbox"/>	Electricity (power tools/other)
<input type="checkbox"/>	Explosive/pneumatic power tools	<input type="checkbox"/>	Fatigue (shift work/hours of work)
<input type="checkbox"/>	Formwork erection/dismantling	<input type="checkbox"/>	Fire/explosion
<input type="checkbox"/>	Fumes/gas	<input type="checkbox"/>	Hazardous substances
<input type="checkbox"/>	Flying/falling objects/debris	<input type="checkbox"/>	Height & falls
<input type="checkbox"/>	Hazardous material	<input type="checkbox"/>	Hot/cold working environment
<input type="checkbox"/>	Hot work (cutting/welding/grinding)	<input type="checkbox"/>	Lasers
<input type="checkbox"/>	Lighting	<input type="checkbox"/>	Manual handling (lifting or twisting)
<input type="checkbox"/>	Machine/equipment guarding	<input type="checkbox"/>	Moving plant/traffic
<input type="checkbox"/>	Materials handling (crane/forklift/other)	<input type="checkbox"/>	Plant & equipment operation
<input type="checkbox"/>	Noise (hearing)	<input type="checkbox"/>	Structural alterations/support
<input type="checkbox"/>	Public (pedestrians/other)	<input type="checkbox"/>	Services (underground/overhead)
<input type="checkbox"/>	Subsidence	<input type="checkbox"/>	Ultra Violet Light (sunlight)
<input type="checkbox"/>	Trenching/excavation	<input type="checkbox"/>	Other
<input type="checkbox"/>	Work near/over water	<input type="checkbox"/>	Other
<input type="checkbox"/>	Young workers/unskilled labour	<input type="checkbox"/>	Other
<input type="checkbox"/>	Biological/bacteria	<input type="checkbox"/>	Other

Environment			
<input type="checkbox"/>	Air quality (dust/emissions)	<input type="checkbox"/>	Bulk excavation/spoil
<input type="checkbox"/>	Concrete or paint wastes	<input type="checkbox"/>	Contaminated soil/water
<input type="checkbox"/>	Dewatering/pump out	<input type="checkbox"/>	Habitats (protected flora/fauna)
<input type="checkbox"/>	Heritage & Archaeology	<input type="checkbox"/>	Noise or vibration
<input type="checkbox"/>	Noisy work (neighbourhood)	<input type="checkbox"/>	Spills & response
<input type="checkbox"/>	Slurry or other discharges	<input type="checkbox"/>	Traffic & parking
<input type="checkbox"/>	Waste hazardous (paint sludge, synthetic min fibre, asbestos/other)	<input type="checkbox"/>	Dangerous Goods/Hazardous Substances (use/storage/spills)
<input type="checkbox"/>	Stormwater/sediment control	<input type="checkbox"/>	Other
<input type="checkbox"/>	Waste disposal	<input type="checkbox"/>	Other

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
OH&S Management System	

DESCRIPTION:	HAZARD IDENTIFICATION & RISK ASSESSMENT	OHS/F: 010
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Hazards associated with works and Control measures

Hazards		Controls
Electrical work	1	All work to be carried out by a licensed electrician. Tools and equipment are to be protected by earth leakage, and tagged monthly. Generally all works are to be in accordance with Work Cover codes of practise and OH&S legislation, Work method statements are to be prepared for all types of work.
Exposure to UV	4	Wear appropriate protection e.g.: hat , UV protection cream,
Parking of vehicles	5	All vehicles are to be parked in designated car park areas.
House keeping	4	All food waste is to be disposed of in the correct manner. Materials are to be kept neat and tidy on site and waste materials to be disposed of to bins provided.
Working at heights	1	Use appropriate working apparatus to work cover standards. If aluminium mobile scaffold required it is to be erected by qualified person.
Demolition	2	Wear appropriate PPE. Hard hats and steel cap boots are required at all times. All demolition is to be done in accordance with the relevant legislation, standards, codes, and procedures.
Hot work	2	When hot work is to be performed the person responsible is to attend site for at least 1 hour after the hot work has been performed. A fire extinguisher is required at all times during hot works.
Noise	3	Wear adequate hearing protection (ear muffs) Appropriate PPE to be worn at all times.
Dust and vapours	3	When cutting or removing items that cause dust or vapours the appropriate breathing apparatus is to be worn. Ventilation fans can also be used to remove dust / vapour from the work area.
Lifting of heavy items (Manual handling)	3	When lifting heavy items team lifting is to be used or a mechanical means of lifting. Correct lifting procedures are to be used when lifting items individually. (Bending of knees when lifting)

RISK ASSESSMENT RECKONER	HOW LIKELY IS IT TO BE THAT BAD?			
HOW BAD IS IT LIKELY TO BE?	++ Very likely: could happen at any time	+ Likely: could happen some time	- Unlikely: could happen, but very rarely	- -Very unlikely: could happen but probably never will
Kill or cause permanent disability or ill health ☹	1	1	2	3
Long term illness or serious injury !!!	1	2	3	4
Medical attention and several days off work !!	2	3	4	5
First aid needed !	3	4	5	6

(Adapted from WorkCover Victoria)

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL

OH&S Management System



DESCRIPTION:

HAZARDOUS SUBSTANCES – DANGEROUS GOODS REGISTER


OHS/F: 011

Project Site : _____ Complied by: _____ Last Review: ____/____/____

The following hazardous substances exist in the workplace. All hazardous materials to be removed from Tuvalu at demobilisation.


Product Name	Application	Quantity	Product labelled		MSDS		Classified as Hazardous in the MSDS		IF YES The risks and control measures associated with the use of the product/ substance and the precautions for its use are outlined in the Safe Work Method Statement
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

[illegible]

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
OH&S Management System	

DESCRIPTION: NON-CONFORMANCE / CORRECTIVE ACTION (NCR/CAR) REPORT FORM	OHS/F: 016
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NONCONFORMANCE / CORRECTIVE ACTION REPORT		
No:		
1. Details (How & Why The System Or Product Does Not Conform) To be completed by authorised REEVES ENVICO employee and issued to the organisation below.		
ORGANISATION:		
Address:	Attention:	
Location Details:	System	
	Administration	
Description:	Environmental	
	Quality	
Observed Causes:	Safety	
	Other	
ISSUED BY:		
Name:	Signature:	
Position/Role:	Date:	
To be completed by those responsible for the non-conformance and submitted to the issuer:		
RECEIPT/ACCEPTANCE:		
To be signed & dated by the Manager of the organisation responsible		
Name:	Signature:	
Position/Role:	Date:	
2. DISPOSITION (FIX ACTIONS)		
DETAILS	SYSTEM	PRODUCT
	Implement Proc as documented	Use as is concession
	Revise Proc	Regrade / Reuse
	Docu New Proc	Reject/ Replace
		Rework/ Repair / Retest
3. PROPOSED CORRECTIVE ACTIONS		
Details	SYSTEM	PRODUCT
	Documents	Design
	Roles / Reasons.	Materials
	Train /Educa	Equip/Workplace
PROPOSED BY:		
To be signed & dated by the Manager of the organisation responsible		
Name:	Signature:	

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
OH&S Management System	

DESCRIPTION: NON-CONFORMANCE / CORRECTIVE ACTION (NCR/CAR) REPORT FORM	OHS/F: 016
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Position/Role:	Date:
4. REVIEW OF PROPOSED FIX & CORRECTIVE ACTIONS To be completed by authorised REEVES ENVICO employee (and where required, the client designer)	
Review Comments:	
Organisation:	
Client:	
Designer:	
Name:	Signature:
Position / Role:	Date:
5. VERIFICATION OF COMPLETED ACTIONS & CLOSE NCR Completed fix & corrective actions are to be verified/witnessed by all involved and the NCR closed by authorised (CCB ENVICO) employee (and where required the client designer)	
VERIFICATION & CLOSE COMMENTS:	
Organisation:	
Client:	
Designer:	
CLOSED BY:	
Name:	Signature:
Position / Role:	Date:

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL




OH&S Management System

DESCRIPTION:

PLANT & EQUIPMENT DAILY INSPECTION LOG


OHS/F: 018

Plant Make & Model:					Project:								
Operators Name:					Client:								
Week Commencing:													
	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		
DATE													
HOURLY METRE													
	OK	LOW	OK	LOW	OK	LOW	OK	LOW	OK	LOW	OK	LOW	
Coolant													
Engine Oil													
Hydraulic Oil													
Fuel													
Reverse Alarm Working													
Rotating Light Working													
Visual Inspection													
OPERATORS SIGNATURE													
OPERATORS COMMENTS	1												
	2												
List & Date each	3												
fault or comment	4												
	5												
	6												
SITE													
MANAGER													

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
OH&S Management System	

DESCRIPTION:	SAFE WORK METHOD STATEMENT REGISTER	OHS/F: 020
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ALL SWMS PRODUCED ARE TO BE RECORDED ON THIS FORM		
TRADE:	CONTRACTOR:	DATE SUBMITTED:

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL		
OH&S Management System		
DESCRIPTION:		
SITE INDUCTION RECORD		OHS/F: 021

Company:.....	
Name:..... Mobile:.....	
Next of Kin:..... Next of Kin Contact No:.....	
Type of work to be undertaken:.....	
Date Site Induction Held:.....	
Please circle Y to acknowledge being given information on the following:	
Project OHS Plan	Y/N
Site entry conditions, Hours of work	Y/N
Site specific details	Y/N
First Aid Officer, Room & Kits	Y/N
Toilets / Washrooms	Y/N
Fire Extinguishers	Y/N
Emergency Evacuation Procedure (Horn on site)	Y/N
Emergency Evacuation Assembly Area	Y/N
Site Safety Rules (Copy received)	Y/N
All Electrical Leads and hand tools must be undamaged	Y/N
Awareness & Prevention of HIV/AIDS and STD's	Y/N
Lunch Rooms to be kept clean & tidy	Y/N
Personal Protective Equipment / Sunscreen available in site office.	Y/N
Waste removal, site cleanliness	Y/N
Human Trafficking	Y/N
Disease and Infection	Y/N
Unexploded Ordinates	Y/N
Organisations SWMS to be read, understood, signed & complied with	Y/N
Any Special Site Conditions to be Aware Of (Insert comments below)	
Comments:	

By circling Y or N and signing this register I acknowledge I have attended the site induction and have been inducted to the Project OHS Plan, I will abide by the work methods and safety actions that are required to be undertaken whilst carrying out work on this site. I have received training in the use of (PPE) provided by my employer for my use and have been trained in the requirements of our MSDS. I have received a copy of the REEVES ENVICO Site Safety Rules

Name	
Signature	
Date	

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
OH&S Management System	

DESCRIPTION:	SITE INSPECTION CHECKLIST
	OHS/F: 022

This check list is to be completed by REEVES ENVICO Site Manager
All non-conformances must be rectified immediately and actions documented.
Visits by WorkCover & EPA must be reported immediately to the Client.

Site Name:	DATE: / /
Job:	
If Contractor carrying out work, Company & Site Supervisor name:	TELEPHONE:
Person carrying out site inspection (name and position):	


(Please place your initials in the boxes do NOT use ticks or crosses)
 "CL" referenced in brackets relates to clauses in OHS Regulations 2007

	YES	NO	N/A	COMMENTS & ACTIONS
DOCUMENTS (CL 226-227)				
Is there a Safety Management Plan, covering this work, on site? (if required)				
Are Safe Work Method Statements (SWMS) available on site for all site activities currently being undertaken assessed as having a safety &/or environmental risk?				Where are SWMS kept?
Is the SWMS specific to the work being carried out? (including step by step process for completing work, risks & controls)				
INDUCTION				
Are there Industry Induction records on site? (CL 223)				("Red Cards")
Have all workers undergone site induction training prior to starting work on site? (CL 213)				
CONSULTATION				
Are Toolbox Talks held prior to work commencing, and then regularly (depending on length of job)?				
SITE AREA				
a) Security Is the site securely fenced / barricaded / site occupants isolated from any risk? (CL 235)				
Are all materials stored within the secured work site / site shed?				
b) Signage Are site safety rules available/displayed on site?				
When fencing is erected, is there a clearly visible sign with the name & phone number, (including an after hours emergency telephone number) of the Principal Contractor (CL 235.4) and appropriate Construction & PPE signage displayed?				
c) Emergency /Incidents Where is the nearest phone in case of an emergency?				Location:
Is an emergency/incident procedure displayed on site and are workers aware of the procedure? (CL 17)				
Are there suitable fire extinguishers on site & have fire extinguishers been serviced in last six months & tag stamped? (AS 1851.1 Maintenance of Fire Protection				

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
OH&S Management System	


DESCRIPTION:	SITE INSPECTION CHECKLIST	OHS/F: 022
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	YES	NO	N/A	COMMENTS & ACTIONS
Equipment)				
Is there a fully stocked "Type B" first aid kit on site? (CL 20.4)				
Is there a qualified first aid person on site? (when >25 workers) (CL 20.2)				Name/s:
Is there an accident/injury book/register on site?				
d) Amenities – (1 toilet per 20 workers) (CL 18) Are there washing facilities, adequate fresh cool drinking water, clean toilet, lunch and change rooms and bins available?				
e) Waste Disposal Is there a rubbish / waste container on site?				
Is the site area clear of rubbish/scattered materials? (CL 9.2i)				
Is documentation available for any waste/hazardous material disposed of offsite? (e.g. tip docket)				
WORKING AT HEIGHTS				
a) Prevention of falls if work area is above 2m and within 2m of the edge - are guard rails or Scaffolding or Harness being used? (harness must be attached)(CL56) Is area below (fall zone) fenced/barricaded with warning signage? Are tools secured?				
b) Ladders Are ladders in good condition, construction rated, secured top & bottom, extended at least 1 metre above top platform & are timber or fibreglass when working near electrical equipment? (AS1892.5 Portable ladders - Selection, safe use and care)				
c) Scaffolding (CL 58) If the scaffold is under erection, has a safety barrier been set up near the scaffolding base? Is proper ladder access provided to scaffold working decks (fixed top/bottom)? Is scaffolding secured against tipping? Are the planks secure/platforms fully decked? Has Scaffolding of 4m or more been signed off by a licensed scaffolder? Are handrails, midrails, and toe boards in place along the full length of working deck of the scaffold?				
d) Mobile Scaffold Do mobile scaffolds have lockable wheels & are the wheels locked? Is safe internal ladder access available? Is the height less than 3 times the width of the base? Do outriggers have to be used?				

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
OH&S Management System	


DESCRIPTION:	SITE INSPECTION CHECKLIST	OHS/F: 022
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	YES	NO	N/A	COMMENTS & ACTIONS
Have overhead electrical hazards been considered?				
HAZARDOUS SUBSTANCES				
a) Is there a Hazardous Substances Register on site? (CL 167)				
b) Are copies of Material Safety Data sheets (MSDS) available on site for all substances used/stored on site? (CL 162)				
c) Labelling Are all containers of chemicals adequately labelled (including decanted ones)? (CL 156)				
d) Training Have site workers read MSDS and discussed how to use the chemicals safely?				
e) Ventilation Is adequate ventilation provided when chemicals are stored or in use?				
f) Are appropriate control measures in place for removal of lead based paint ?				
g) Are appropriate control measures in place for asbestos removal , & work carried out by licensed person when greater than 200 sq. metres or friable? (CL 257-261, WorkCover "Your Guide to Working with Asbestos")				
TOOLS				
a) Guards Do the machines/tools on site have guards fitted? (CL 90) (e.g. grinder, circular saw)				
b) Electrical (CL 64, CL 207) Are electrical leads, plugs, & power tools in good condition & are they tested & tagged monthly? Are extension leads off the ground? Are all power supply outlets protected by earth leakage devices?				
c) When explosive powered tools are being used, are warning signs displayed & are operators licensed? (CL 301)				
PLANT & EQUIPMENT				
a) Documentation Do plant operators have appropriate licences? (CL 265, CL 266) Does all machinery have registration/permits? (CL 113) Are Safety Check log books for machinery being completed? (CL 131, CL 143)				
b) Specific Plant Is traffic control in place if required? Do backhoes/excavators/bobcats/cranes/boom pumps/EWPs have "Beware of Electrical Hazards" signs? Have existing services been verified & are workers aware of safe practices/regulations if working close to power lines &/or underground/hidden services? Is plant in good order (visual inspection - no oil leaks,				

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
OH&S Management System	

DESCRIPTION:	SITE INSPECTION CHECKLIST	OHS/F: 022
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	YES	NO	N/A	COMMENTS & ACTIONS
hydraulic hoses OK etc)?				
Is the Safe Working Load indicated on the boom of all cranes / EWP / lifts? (CL 142)				
Are licensed persons involved with mobile crane movements & are slings & cranes in good order, & is there evidence of inspections of these?				
Do vehicles have reverse alarms and rotating orange lights where necessary? (CL 141.10)				
Are workers wearing high visibility vests?				
Are operators of EWP that can exceed 11m, ticketed?				
Is plant not in use switched off & key removed?				
EXCAVATION AND TRENCHING WORK (CL 240-245, Code of Practice: Excavation)				
Are barricades/fences/signage along/around trenches?				
Are excavations >1.5m benched/battered or shored to prevent collapse & is safe ladder access provided?				
Is spoil deposited on downhill side of trench/excavation?				
DEMOLITION WORK				
Have gas, electricity and other services been located and isolated/disconnected?				
PERSONAL PROTECTIVE EQUIPMENT (PPE)(CL 15)				
Are Safety Helmets & boots being worn by all persons on work site?				
Are site workers wearing personal protective equipment whilst doing tasks that require it to be worn (e.g. dust masks, gloves, eye &/or ear protection)?				
Are supervisors and site workers wearing UV protective equipment / clothing / cream? (CL 9)				
ENVIRONMENTAL MANAGEMENT				
a) Are staff aware that they need to contact their manager / supervisor immediately if there is an incident that may affect the environment?				E.g. Effluent flowing into stormwater drain
Is excess water from cleaning tools & equipment & waste contained – not washed into drains/ waterways?				
Are excess materials recycled?				(Including mulch from gutter cleaning, if agreed by client)
Are trees protected during site works?				


FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
OH&S Management System	

DESCRIPTION:	SITE INSPECTION CHECKLIST	OHS/F: 022
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	YES	NO	N/A	COMMENTS & ACTIONS
Are heritage items identified & protected during works?				
Are site vehicles parked where they will not unduly impact local use of a street or grounds?				
Is vehicle access restricted to one stable entry & exit point?				(to reduce damage to ground / grassed areas)
Is noise minimised where possible? (CL 9, CL 49)				
Is dust & other particles contained? (CL 50, CL 51)				
Is waste disposed of appropriately & in accordance with regulations/local authority requirements?				
Are disturbed areas kept to a minimum & revegetated (if required) as soon as possible?				
b) Use of hazardous substances – Painting / Cleaning				
Are washings contained – not disposed of down drain or near drains/waterways?				
Are paints & chemicals stored in a lockable area that has an impervious floor & ventilation?				
Are paints on site minimised?				
Are waste solvents, cleaners, & paints sealed & disposed of in accordance with guidelines (refer local council)?				
c) Excavation / Trenching				
Are silt fences & other sediment control measures in place & functional, if required?				
Are trenches filled in as soon as work is completed to minimise erosion?				
Is any surcharge on ground removed?				
d) Demolition works				
Are stockpiled materials covered to prevent erosion by wind & rain, or dampened with water to reduce wind blown dust?				
If dust is a problem, does the fence installed around the site have a cloth barrier to act as a windbreak?				

Site Safety Instruction issued? YES / NO


Inspecting Officer (signature): _____ Date: ____/____/____

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL		
OH&S Management System		
DESCRIPTION: SITE SAFETY AND ENVIRONMENTAL RULES	OHS/F: 023	

The following Site Safety Rules must be implemented and displayed on notice boards and/or other suitable locations on the work site, and be provided to all employee and contractors on, and visitors to, the work site. The Site Safety Rules are to be covered in the site induction, prior to works commencing on site.

It is a condition of working for REEVES ENVICO that the following safety and/or statutory requirements are complied with:

1. **All employees** are required to work in a safe manner and implement these rules.
2. **Safety induction and training** - all persons must first attend the Construction Industry OHS safety training and site-specific induction and training before commencing work at the site. They must attend refresher training as required. All visitors when on the work site must be accompanied by a person who has received this training.
3. **Emergency / evacuation** - employee, contractors, and all people visiting the site are to be made aware of the emergency procedures at the workplace.
4. **Risk assessment** - a risk assessment shall be undertaken and Safe Work Method Statement(s) prepared (safety and environmental risks to be included) prior to work commencing on site. The Safe Work Method Statement(s) must be reviewed / revised as conditions change.
5. **PPE** - personal protective equipment shall be worn as required or directed. Minimum PPE required is **Safety helmets, high visibility vest/clothing, steel cap boots or gumboots, long sleeve shirt, long pants and safety glasses & gloves must be carried** shall be worn by all employees and visitors in the building/construction areas as advised or directed (AS1801 and AS2210).
6. **Site access and security** – all entry to, movement on, passage adjacent to, and exit from the work site of persons, vehicles, and equipment will be controlled, with appropriate security measures implemented.
7. **Alcohol & drugs** – persons who are affected or consume alcohol and illegal drugs shall be removed from the work place.
8. **Smoking** – smoking shall be only done be in designated smoking areas.
9. **Accidents / incidents / first aid** - all injuries, dangerous occurrences, near misses, or hazards shall be reported to your Team Leader or Supervisor immediately. Injuries are also to be reported to the First Aider on site and treatment recorded in the register of injuries.
10. **Protection of all workers and the public** – effective barricades, fencing, signage, and overhead protection will be used where applicable.
11. **Fire prevention** - employees shall familiarise themselves with the location and use of fire extinguishers provided at the site. Hot works permit to be used for hot works. An appropriate fire extinguisher must be on hand for hot work.
12. **Tidiness** - all work areas, walkways, and amenities are to be kept clean and tidy, rubbish and other hazards are to be removed promptly.
13. **Elevated work** – all work at heights will be carried out in accordance with the relevant legislation, regulations, standards, codes, and procedures, including OHS Regulation 2007, clause 233 regarding formwork certification.
14. **Demolition, excavation, scaffolding, formwork, and work with other structural frames** will be carried out in accordance with the relevant legislation, regulations, standards, codes, and procedures.

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL		
OH&S Management System		
DESCRIPTION: SITE SAFETY AND ENVIRONMENTAL RULES	OHS/F: 023	

15. **Scaffold** – must comply with AS4576. Where persons or objects can fall more than 4 metres the scaffold shall be erected by a certified scaffolder. Never remove guardrails, planks handrails or ladders for any reason. If scaffolding needs to be altered speak to your Foreman/Supervisor. Before using mobile scaffolds, ensure that all wheels are locked.
16. **Excavations** shall be fenced or “Parra webbed”, signed, back filled, benched or battered to prevent collapsing or persons falling. Excavation permit to be completed before commencing any excavation works.
17. **Chemicals/hazardous substances** - must be used, handled, and stored in compliance with material safety data sheet recommendations and safe work procedures in accordance with Hazardous Substance regulations. All hazardous substances must be recorded on the hazardous substances register and risks assessed. **Note:** Glass containers are not allowed on site other than in the lunchroom.
18. **Electrical work / plant and equipment** must comply with OHS and electrical safety legislation, regulations, standards, codes and procedures, including inspection and tagging of leads and power tools by a licensed electrician. The maximum length of any power lead must not exceed 30 metres. The presence and location of all electrical cables will be identified before commencing adjacent work.
19. **Plant and equipment** All plant and equipment prescribed under Code of Practice No 19 – 1995 MUST conform to the following;-
 - (i) Have the health and safety information and/or risk assessment for safe operation of that piece of plant or equipment.
 - (ii) Have the relevant servicing details available.
 - (iii) Be registered with the Site Foreman in the Plant Record Log Book.
 - (iv) Be operated by a certified person who has the appropriate certificates or proof of competency for operating that plant or equipment.
20. **Directing plant & vehicles** - keep clear of heavy vehicles unless directing. Only direct vehicles in full view of operator (never stand behind vehicle). Heavy plant vehicles shall be fitted with rotating yellow/orange lights and audible reversing devices. High Visibility vests are to be worn at all times whilst directing heavy plant or controlling traffic.
21. **Tool box meeting / consultation** – Supervisors will conduct weekly minuted meetings with teams to discuss health, safety and other matters.
22. **Rubbish** - Rubbish bins are provided for your use. USE THEM. Material suitable for recycling will be stockpiled and then removed for processing, or reused on-site as required.

Environmental Site Rules

23. All persons working at the site shall meet the requirements of environmental legislation, regulations, standards and codes
24. Waste is to be recycled if possible.
25. When relevant, implement work methods that protect waterways during the course of works e.g. intercept minor storm run off from work sites involving earthworks with silt-stop fencing or similar.
26. Contain dust and other particles in accordance with relevant statutory requirements, standards, codes and guidelines
27. Use plant and equipment which minimise noise and air pollution

SAFE WORK METHOD STATEMENT

FORM No OHS/F: 025

Insert name and address of Business Office →			THIS GENERIC SAFE WORK METHOD STATEMENT (SWMS) HAS BEEN DEVELOPED IN CONSULTATION WITH THE WORKFORCE. ANY SITE SPECIFICS MUST BE ASSESSED AND ADDED TO THIS SWMS PRIOR TO COMMENCEMENT OF WORK. Signature _____ Date ____/____/____
Description of the work to be undertaken →		Work Site / Office →	
Step by step sequence involved in doing the work (attach additional page if more room is needed to list steps) ↓	Risk and rating for each step Safety / Environmental Risk ↓	Rating ↓	Safety Controls that will be in place to minimise these hazards/risks ↓ <i>Including all precautions to be taken to protect health and safety, & health and safety instructions to be given to persons involved in the work.</i> NOTE. Mandatory personal protective equipment including UV protective clothing, boots and helmets are not included in the following Controls but are required on all sites in accordance with Site Instructions.

SITE SPECIFIC REQUIREMENTS

Address of Work Site	Step by step sequence involved in doing the work ↓	Risk and rating for each step ↓		Safety Controls that will be in place to minimise these hazards/risks ↓	Signature	DATE
		Safety / Environmental Risk	Rating			
Parts of) Legislation, Regulations, Codes, Standards & Procedures applicable to the work and where these are kept →	Material Safety Data Sheets located on site with Site Supervisor. Moving Plant on Construction Sites, Control of Workplace Hazardous Substances; OHS Act & Regulations (Ch's 4 part 4.4, 5 part 5.4, 6 part 6.4, 7 part 7.7, 8 parts 1-4) in office. Hazardous Substances Regulation, National Code of Practice for Manual Handling, Workplace Injury Management and Workers Compensation Act (Ch 3, 4, 6, 7) with/available from office.					

RISK ASSESSMENT RECKONER	HOW LIKELY IS IT TO BE THAT BAD?				Hierarchy of Hazard Controls The hierarchy of hazard controls is a guideline for solutions from the best to the last resort 1. Eliminate: Remove the risk by eliminating the step in the process i.e. do not do it 2. Substitute Reduce risk by changing process, materials or equipment to something that does the job more safely i.e., change from a hazardous substance to a non-hazardous substance. 3. Isolate Put in place physical preventative mechanisms i.e. Signs, alarms, lights, ventilation, guards & barriers. 4. Engineer Minimise the risk by engineering means is use a mechanical lifting device rather than manual handling techniques 5. Administrative Develop & implement safe work procedures 6. Personal Protective Equipment – equipment worn to protect us from harm the control of last choice.
HOW BAD IS IT LIKELY TO BE?	++ Very likely: could happen at any time	+ Likely: could happen some time	– Unlikely: could happen, but very rarely	–Very unlikely: could happen but probably never will	
Kill or cause permanent disability or ill health ☹	1	1	2	3	
Long term illness or serious injury!!!	1	2	3	4	
Medical attention and several days off work!!	2	3	4	5	
First aid needed!	3	4	5	6	

(Adapted from Work Cover Victoria)

Please identify the risk involved and place the rating number in the “Rating” Column on page 1. The numbers show you how important it is to do something. I.e. ratings 1-3 are to be considered high risk, 4-6 are low risk. **Environmental risks are to be listed on page 1 but a rating is not required for these risks.**

Provide a description of what training is given to people involved with the work	Qualified riggers, dogman and driver, ticketed welders Tool box meetings of procedures.	
List the names and qualifications of those responsible for training them		
Identify the plant and equipment that will most likely be used on site eg. ladders, scaffolds, grinders, electrical leads, welding machines, fire extinguishers, manual handling aids ↓	List the details of the inspection and maintenance checks that will be or have been carried out on the plant and equipment ↓	Work Cover permits and licenses required to complete the work and where these are kept ↓
Franna crane	Tickets	
Welding machines	Tickets	
Generator, grinders, impact guns and electrical leads	Tagging	

List the names of person(s) responsible for supervising/inspecting work ↓

Person(s) responsible for site supervision of the work, inspecting and approving work areas, compliance with SWMS, protective measures, plant, equipment and power tools

Name: _____ Position: _____ Signature: _____

Safe Work Method Statement Register

I certify that By signing this register, I acknowledge that specific hazards and control measures have been discussed and are understood. I have had the opportunity to ask questions.

Workplace Address:

This section is to be completed by employees or persons who have been provided with information, instruction and training in the SWMS	Employees or persons who have been provided with information, instruction and training in the SWMS to sign below.	Employees to insert date when training was provided & or review conducted	This section is to be completed by employees or persons who have been provided with information, instruction and training in the SWMS	Employees or persons who have been provided with information, instruction and training in the SWMS to sign below.	Employees to insert date when training was provided & or review conducted
Print Name	Signature	Date	Print Name	Signature	Date
		/ /			/ /
		/ /			/ /
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		/ /			/ /

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL



PRE-START MEETING FORM

Meeting Location:			
Meeting Date:			
Supervisor's Name:			Supervisor Signature:

Agenda Item		Briefed	
1	Incidents from previous shift.	Y	N
2	Action status from previous meetings	Y	N
3	HSE Issues Non Compliances from previous shift (Supervisor to ask workgroup)	Y	N
4	Work for upcoming shift	Y	N
5	Major hazards during upcoming shift	Y	N
6	Specific controls to be adopted.	Y	N
7	Permits to be obtained and complied with	Y	N
8	Interactions with other workgroups, plant or equipment.	Y	N
9	Commissioning / Energised plant.	Y	N
10	Personnel undertaking key safety roles (standby, spotter, firewatcher etc)		
11	Other issues / Issues from the workforce (Supervisor to ask workgroup).	Y	N

Reminder List (Supervisor to discuss/ highlight the following points as deemed necessary. Tick off when completed)

<input type="checkbox"/>	Review and Update SWMS	<input type="checkbox"/>	Tagged Tools and Equipment
<input type="checkbox"/>	Check all tools and Equipment	<input type="checkbox"/>	Use RCD on Portable Electrical Equipment
<input type="checkbox"/>	Pre-starts to be done	<input type="checkbox"/>	Approved Smoking location
<input type="checkbox"/>	Minimum PPE	<input type="checkbox"/>	Operate only if competent
<input type="checkbox"/>	Additional PPE	<input type="checkbox"/>	Report all Hazards and Near Misses
<input type="checkbox"/>	Emergency Evacuation Point	<input type="checkbox"/>	Housekeeping – Clean as you go
<input type="checkbox"/>	First Aid and Emergency Facilities	<input type="checkbox"/>	Other

Follow-up Action	Action By	Completion Date	Initial

PRE-START MEETING FORM

PRESTART MEETING ATTENDEES

The above hazards and controls have been adequately explained to me.

Name	Company	Signature

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL**OH&S Management System**

DESCRIPTION:

TRAFFIC CONTROL

OHS/F: 027

Supervisor: Signature:

Work Site: Date:

HOURS OF WORK:

DETAILS OF SITE LOCATION:

LIST OF SIGNAGE USED:

DETAILS OF ACCIDENTS/INCIDENTS

DATE & TIME:

VEHICLES INVOLVED:

PERSONS INJURED:

WITNESSES: (NAME & ADDRESS)

PHOTOGRAPHS TAKEN Yes / No

TRAFFIC CONTROL DIAGRAM

Site Attendance Register

All personnel undertaking work must be site Inducted

Date	Name	Company	Time In	Sign	Project Inducted	Visitor	Time out	Sign
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>		

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL



OH&S Management System

DESCRIPTION:

EMPLOYEE, VISITOR & CONTRACTOR INDUCTION REGISTER

OHS/F: 030

Induction No:	Inductee Name	Organisation	Signature	Date Inducted	Industry OH&S Induction Card. No



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This drawing is confidential and shall only be used for the purposes of this project.

THIS DRAWING SHALL BE READ IN CONJUNCTION
WITH THE ARCHITECTS SPECIFICATION.

THE SIGNING OF THIS TITLE BLOCK CONFIRMS THE DESIGN AND DRAFTING OF THIS PROJECT HAVE BEEN PREPARED AND CHECKED IN ACCORDANCE WITH THE AFCON QUALITY ASSURANCE SYSTEM TO ISO 9001:2000

SCALES:

Scale 1:200 at A1



AECOM New Zealand Limited

tim mein architects

CLIENT:	
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PACIFIC AVIATION INVESTMENT PROGRAM (PAIP)

FUNAFUTI INTERNATIONAL AIRPORT
TERMINAL
SITE PLAN

A

1	STATUS:
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FOR TENDER

DRAWING NO: 60277008-AR-5302

REV: 05