**GEOSCAN UTILITY LOCATION SERVICE**

**SAFETY AND ENVIRONMENTAL MANAGEMENT PLAN**

**INTRODUCTION**

1. **GEOSCAN SAFETY MANAGEMENT PLAN**

* GeoScan conducts its activities in a safe manner and complies with all procedures and requirements.
* GeoScan meets the expectations and requirements as issues and requested by the client.
* Appropriate action is considered in the safe execution of works.
* GeoScan complies with all applicable legislation, regulations, codes of practice and Australian industry standards.

1. **GEOSCAN OCCUPATIONAL HEALTH AND SAFETY PLAN**

GeoScan ensures that all incidents, accidents and injury are preventable and that GeoScan is fully committed to prevent these situations by arising.

GeoScan will achieve these objectives by:

* Adhering to all applicable laws, regulations and requirements.
* Ensure consistent safety practices on all work sites.
* Take specific action to improve safety performance.
* Consultation and communication to all personnel involved.
* Incidents and near misses to be reported, investigated and ensure prevention of reoccurrence.
* Apply a safety review to ensure a safe work environment.
* Assessment of tasks for compliance of safety requirements when unacceptable risks are present.
* Ensure appropriate systems are in place for health and hygiene hazards.
* Jon Armstrong is the occupational health and safety representative coordinator.

1. **GEOSCAN ENVIRONMENTAL PROCEDURE PLAN**

GeoScan has an obligation to the environment and adheres to all environmental procedures and requirements.

GeoScan will achieve this by:

* Being aware when accessing proposed sites whilst in a vehicle or on foot to the potential impact on sensitive ecological areas.
* Ensuring not to cause or further impact on erosion or degradation of environmental areas.
* Ensuring not to inflict damage to local vegetation and local wildlife (including protected native species) and ensure environmental procedure requirements are obtained before entering proposed works sites.
* Avoiding injury or incidents to local vegetation and/or local wildlife.
* Being aware of farm animals present and ensure minimal disruption is achieved by adhering to farm codes of practice such as ensuring farm gates are closed at all times and farm fences not be damaged.
* GeoScan will ensure that any waste or spillage generated by GeoScan on site will be removed prior to completion of works and prior to leaving the site.
* Ensure complete consultation and communication is met with local land/property owners and co-operation is adhered to at all times.

1. **GEOSCANS ROLE AND RESPONSIBILITY**

GeoScan is responsible and will adhere to:

* Authorising and maintaining a safety management plan.
* Ensure projected works satisfy requirements of the client.
* Undertake safety assessments and equipment inspection which will also include calibration of equipment by the due date as specified.
* Communication and promoting occupational health and safety at every opportunity.
* Participating in accident/incident investigation.

1. **INTOXICATING LIQUOR AND DRUGS**

GeoScan or its representatives will not bring alcohol or illegal and/or non-prescribed drugs onto work sites.

GeoScan or its representatives are not permitted to be under the influence of alcohol or illegal and/or non-prescribed drugs on work sites.

\* Note – a non-prescribed drug refers to drugs not legally prescribed by a registered medical practitioner.

1. **HARASSMENT AND DISCRIMINATION**

GeoScan adheres to the Equal Opportunity Act of 1995 and the Sex Discrimination Act of 1984.

* GeoScan and its representatives are aware that it is unlawful or sexually harass a person or persons at a work site.
* GeoScan and its representatives must ensure that their behaviour does not create or condone circumstances that may allow or lead to any form of harassment or discrimination.

1. **LEGAL DOCUMENTATION AND REQUIREMENTS**

Occupational health and safety documents and records will be managed and provided by GeoScan prior to entering work sites as follows:

* Occupational health and safety policy document.
* work safe procedure protocol document.
* Safe work method statement work form
* Pre-start meeting form.
* Site induction form.
* Equipment inspection and site assessment.
* Accident/incident reporting document.
* Accreditation certificates and induction cards/certificates.

1. **PPE EQUIPMENT REQUIREMENTS**

GeoScan personnel on entering work sites must adhered to the following PPE requirements or as directed by the client and GeoScans PPE equipment complies with Australian safety standard codes.

* Safety vest
* Hard hat
* Safety boots above ankle and steel or kevlar toe-capped
* Safety glasses
* Long pants with knee pads
* Long sleeve shirt
* Gloves

GeoScan supplies additional PPE equipment in accordance with job specific tasks and shall be in accordance with a safe work method statement or other assessments conducted.

**9.0 INDUSTRY TRAINING ACCREDITATION**

GeoScan and its contractor representative are industry accredited as shown in Table 9.1 below. Copies of cards and certificates are shown in Section 10.0

**Table 9.1**

|  |  |
| --- | --- |
| **Jon Armstrong**  **Contractor** | **Lance Fellner**  **Contractor** |
| Accredited Telstra Cable Plant Locator  ID No: 01378  Expiry Date: 11/06/2014 | Accredited Telstra Cable Plant Locator  ID No: 02457  Expiry Date: 17/11/2014 |
| Construction Industry Basic Induction Training (Red Card)  ID No: 34377  Issued: 11/06/2005 | Construction Industry Basic Induction Training  OH&S Card No: 0005138611 01  Issued: 15/09/2010 |
| Victorian Train Safety Accreditation – Train Track Awareness Level 1  ID No: TA18011  Expiry Date: 26/09/2014 | Victorian Train Safety Accreditation – Train Track Awareness Level 1  ID No: TA18012  Expiry Date: 17/03/2014 |
| Health and Safety Representatives Course  ID No: 2JG00127  Completed: 02/06/2005 |  |
| Australian Institute of Petroleum Work Clearance for Contractors course  Issued: 05/04/2011  Review Date: 05/05/2015 |  |
| Apply First Aid Course Level 2  Statement No: 50177  Issued: 26/03/2009  Review Date: 2014 |  |
| Australian Government Department of Education, Employment and Workplace Relations  Notice of compliance with National Code of Practice for the Construction Industry |  |

**10.0 INDUSTRY TRAINING ACCREDITATION CARDS AND CERTIFICATES**

1. **INTERNAL REVIEW ON SAFETY MANAGEMENT PLAN BY GEOSCAN**

**ADMINISTRATION MANAGER**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE COMPLETED** | **DETAILS OF AMENDMENTS/OR ADDITIONAL INCLUSIONS** | **NAME OF AUDITING PERSON AND POSITION** | **REVIEWED DATE** |
|  |  |  |  |

\* Note – GeoScans Safety Management Plan is reviewed on a six monthly basis.