

Amendments Register – March 2025 Updates

Amendment registers for Work Health and Safety Management Plan and all associated procedures, tools and guidelines.

All projects to review the changes and ensure processes are implemented on active projects with 3 months or more remaining.

Work Health and Safety Management Plan

VERSION 16

Section	Amendment
Whole of document	<ul style="list-style-type: none"> Plan reformatted to align with Model code of practice: Construction work Language used throughout refined to be clear and concise Work over or adjacent to water removed from body of plan and added into PRA
1. Project Information	<ul style="list-style-type: none"> Major subcontractors list removed – refer to HammerTech
2. Development, Review & Approval	<ul style="list-style-type: none"> Method of communicating updates expanded to allow for specific meeting types
3. Introduction	<ul style="list-style-type: none"> Purpose refined to be clear and direct that is it or construction projects over \$250,000 Scope section added to include details included in V15 purpose section Other management plans – refined
4. Health & Safety Responsibilities	<ul style="list-style-type: none"> Work health and safety policy – additional details about the policy added Project resourcing – section renamed, and the project structure and project team and site team members defined. This definition extends to the Project Risk Assessment responsibilities. Subcontractor responsibilities updated to include additional responsibilities for incidents Worker responsibilities removed and retained in individual responsibility statements
5. Consultation	<ul style="list-style-type: none"> Site consultation processes displayed in a table with additional details on the frequency and the available tool to capture a record of the consultation Simultaneous operations plan removed from consultation section Wording in the issue resolution flow chart updated and refined
6. Incident Management	<ul style="list-style-type: none"> Incident flow chart updated, referenced withing and included in appendix 2 Sections updated and refined with sections renamed to respond, classification, incident records in, incident investigation critical incidents, Notification – with a notification table added and rehabilitation and return to work Whole section updated
7. Site Rules	<ul style="list-style-type: none"> Details on site rules moved from consultation to own section

Section	Amendment
8. Risk Management	<ul style="list-style-type: none"> • War room referenced removed • Safety @ Hutchies mind map included • 8.2.1 Safe work method statements and the associated flow chart updated to reflect the current process • Records requirements moved to the records location • Permit to work activities or work environment that require a permit updated to align with current HammerTech requirements • Permit application flow chart updated and colour removed.
9. Hazardous Chemicals and Materials	<ul style="list-style-type: none"> • Renamed from hazardous substances • Silica section moved to the project risk assessment
10. Plant	<ul style="list-style-type: none"> • Mobile plant licensing details removed from the plan and retained in minimum licensing requirements with a reference made in the section • Section refined and temporary fixed plant, electrical equipment details included in project risk assessment • Chain of responsibility removed
11. Plant Movement	<ul style="list-style-type: none"> • Previously in plant section – moved to own section
12. Essential Services Information	<ul style="list-style-type: none"> • New section
13. Security and Signage	<ul style="list-style-type: none"> • New section added • Visitor management section updated to align with revisions made to PP02 Induction Training • Pulicprotection controls included in the section • Site signage added to a chart and all signage updated to reflect current signage in the Hutchies shop • Additional signage added to align with emergency signage requirements and link to the emergency response plan •
14. Training and Licensing	<ul style="list-style-type: none"> • New section created to retain site induction requirements, licences, and competencies
15. Worker Wellbeing	<ul style="list-style-type: none"> • Section refined and specifics about drugs and alcohol and smoking removed. • Health surveillane and exposure monitoring added
16. Site Facilities	<ul style="list-style-type: none"> • Content from previous version (Section 6) refined and included
17. Monitoring	<ul style="list-style-type: none"> • Renamed form monitor and review to monitor • Additional details regarding monitoring added • Section changed to have inspections first with additional details on the weekly inspection added • Task observation requirements added • Subcontractor involvement in HS inspections updated • Audit details and audit schedule updated

Section	Amendment
	<ul style="list-style-type: none"> • Non conformance and corrective action sections updated • Project performance changed to project management review
18. Records	<ul style="list-style-type: none"> • Name change from Document management and record control to - Records • Record retention for notifiable incidents included
19. Legal Requirements	<ul style="list-style-type: none"> • Nil change
Definitions	<ul style="list-style-type: none"> • Moved to back of document

Project Risk Assessment – WHSMP Appendix 3

VERSION 16

Section	Amendment
Whole of document	<ul style="list-style-type: none"> • Legislation and other requirement references updated in all sections • Activity column removed where planning was the primary or only activity listed
Section 4. Working in a Client's Workplace	<ul style="list-style-type: none"> • Subsection – Refurbishment Works in a Live Environment, additional control to include Client emergency procedures are to be included into the ERP
Section 5. Environmental Assessment	<ul style="list-style-type: none"> • Subsection – Biosecurity risks including fire ants (QLD & NSW Only), additional controls to conduct monthly surveillance inspections where fire ants were detected, stockpiles to be disturbed frequently, and records of soil movements to be retained in HammerTech • Subsection [New] – Biosecurity risks including electric ants (QLD Only), outlines controls to mitigate the spread of electric ants through soil movements, and procedures to follow
Section 6. Public Protection and Traffic Management	<ul style="list-style-type: none"> • Subsection – Traffic Management, additional control to ensure traffic management plans to be incorporated into the ERP
Section 8. Site Facilities	<ul style="list-style-type: none"> • Subsection [New] – Amenities (QLD Only), outlines the number of males, female, and all gender toilets required on site
Section 9. Fire Protection on Site	<ul style="list-style-type: none"> • Subsection – General, additional control stating the emergency procedures for fire, smoke or explosions will be incorporated in the ERP
Section 10. Work Environment Hazards	<ul style="list-style-type: none"> • Subsection [Rename] – Bird / Bat / Animal Waste renamed to Biological Hazards • Subsection – Biological Hazards, additional controls listed to mitigate the risks associated with working near sewerage with requirements for PPE, SOP's and washing facilities • Subsection [Major update] - Confined space, entire section amended to include procedure changes for permits, licensing requirements, signage, and emergency planning.

Section	Amendment
	<ul style="list-style-type: none"> • Subsection – Hot Works, additional control requirements for PPE / RPE, ventilation, signage and emergency procedures to be included in the ERP • Dust • Heat • Inclement Weather • Noise
Section 11. Electrical	<ul style="list-style-type: none"> • Subsection – General, additional control listed for emergency procedures to be incorporated in the subcontractor SWMS and the ERP • Subsection [New] – Battery Energy Storage System (BESS), outlines the controls to follow for planning, installation and emergency requirements • Subsection – Temporary power, additional control listed for emergency lighting to be installed above switchboards • Subsection – Works around Overhead and Underground Electrical Installations, additional controls requiring SWMS to be obtained prior to works around electrical services, live permanent wiring and construction wiring to be easily distinguishable by contrasting colour, and emergency procedures to be incorporated in the ERP • Subsection – Electrical Equipment, additional control for portable socket outlets must comply with requirement as listed in Australian Standards
Section 13. Hand-Held Equipment	<ul style="list-style-type: none"> • Subsection – Explosive Power Tools, additional control added to have an approved SWMS or SOP in place
Section 14. Mobile Plant	<ul style="list-style-type: none"> • Subsection [Major update] – General, section rewritten, and specifies documentation to be uploaded, SWMS, licensing, emergency procedures to be incorporated in ERP, non-conforming plant, guarding and other requirements for planning, operation and pack up • Subsection [Major update] – Forklift, section rewritten, and specifies documentation to be uploaded, SWMS, licensing, emergency procedures to be incorporated in ERP, non-conforming plant, and other requirements for planning, operation and pack up • Subsection [Major update] – Elevated Work Platforms (EWP), section rewritten, and specifies documentation to be uploaded, SWMS, licensing, emergency procedures to be incorporated in ERP, non-conforming plant, permits, and other requirements for planning, operation and pack up • Subsection [Major update] – Mobile Crane, section rewritten, and specifies documentation to be uploaded, SWMS, licensing, emergency procedures to be incorporated in ERP, non-conforming plant, permits, and other requirements for planning, operation and pack up • Subsection [Major update] – Workbox / Flying Loading Bay, section rewritten, and specifies documentation to be uploaded, SWMS, licensing, emergency procedures to be incorporated in ERP, permits, and other requirements for planning, operation and pack up • Subsection [Major update] – Suspended Swing Stage, section rewritten, and specifies documentation to be uploaded, SWMS, licensing, emergency procedures to be incorporated in ERP, certification and other requirements for planning, operation and pack up
Section 15. Demolition	<ul style="list-style-type: none"> • Subsection – General, additional control stating emergency procedures for structure collapses will be incorporated in the ERP
Section 16. Earthworks	<ul style="list-style-type: none"> • Subsection – Excavation, Trenching and Ground Penetration, additional controls listed to review geotechnical advice, permits, adhering to BYD, excavators used in crane mode, and emergency procedures to be incorporated in the ERP • Subsection – Piling Activities, additional control stating the emergency procedures will be incorporated in the ERP • Subsection [New] – Tunnelling, lists controls for planning, operation and emergency procedures to be supplied by subcontractors and incorporated in the ERP

Section	Amendment
Section 17. Temporary Fixed Plant	<ul style="list-style-type: none"> Subsection [Major update] – Scaffold, additional controls to include design registration, designs to be completed by qualified persons, types of verification required, scaffold licensing, barricades and exclusion zones when mobile plant are in close proximities Subsection – Tower Crane, additional controls for inspection for the erection of tower crane and crane climb and ties are to be completed, and documents uploaded into HammerTech, and emergency procedures for rescue to be incorporated in the ERP Subsection – Hoist, additional control stating emergency procedures for rescue to be incorporated in the ERP. Subsection – Mast Climber, additional control stating emergency procedures for rescue to be incorporated in the ERP
Section 18. Managing the Risk of Falls	<ul style="list-style-type: none"> Subsection – Work at Heights, additional controls listed for approved SWMS to be in place, safe access methods, and emergency procedures for suspended workers to be incorporated in the ERP
Section 19. Temporary Support Structures	<ul style="list-style-type: none"> Subsection – General, additional controls for engineering drawings to be up to date, ensure structures are fit for purpose and emergency procedures for structure collapse to be incorporated in the ERP Subsection [Major update] – Formwork, additional controls for mitigating risks associated with access, ensuring formwork access are installed as per manufacturer requirements or drawings, handed over, reinspection requirements, licensing, and other controls for formwork. Updated Formwork Inspections (Documentation, pre-pour and stripping inspections) included with responsible person.
Section 20. Concrete Structures:	<ul style="list-style-type: none"> Subsection – Precast panels, additional controls listed to isolate panel bracing from mobile plant, and that props are to be inspected as part of the weekly inspections. Subsection – Tilt-up Panels, additional controls listed to isolate panel bracing from mobile plant, and that props are to be inspected as part of the weekly inspections. Subsection – Masonry, controls amended for construction phase to ensure guarding is in place and bracing and propping are placed according to engineering requirements. Subsection – Concrete pumping – specific reference to VoC for line hand removed and replaced with
Section 21. Structural Steel	<ul style="list-style-type: none"> Subsection – General, additional control listed for hot work permits to be approved
Section 22. Working in or Near Water or Other Liquid:	<ul style="list-style-type: none"> Subsection – General, controls reworded, and additional controls listed for quick release toolbelts are required, adequate lighting to be provided and subcontractors working near water must have emergency procedures incorporated in the ERP.

SWMS and SOPS – WHSMP Appendix 4

Document	Version	Amendment
HB-HSEQ-SWMS – Kwik Stage Scaffold	11	Added table for Hutchies Owned Scaffold Transport Requirements
HB-HSEQ-SWMS – Forklift Operation	10	Contact person updated
HB-HSEQ-SWMS – Telehandler Operation	7	Contact person updated

Document	Version	Amendment
HB-HSEQ-SWMS – Traffic Control	9	Contact person updated
HB-HSEQ-SWMS – Working Near Overhead Power Lines	8	Contact person updated
HB-HSEQ-SWMS – Work on a Mast Climber	8	Contact person updated
HB-HSEQ-SWMS – Tilt-Up Panel Fabrication and Erection	11	Contact person updated
HB-HSEQ-SWMS – Swing Stage Suspended Scaffolds	10	Contact person updated
HB-HSEQ-SWMS – Refueling Plant and Equipment	9	Contact person updated
HB-HSEQ-SWMS – Quick Cut Demolition Saw Operation	5	Contact person updated
HB-HSEQ-SWMS – Precast Panel Installation	12	Contact person updated
HB-HSEQ-SWMS – Operating and Working around Mobile Plant	9	Contact person updated
HB-HSEQ-SWMS – Man and Material Hoist Operation	9	Contact person updated
HB-HSEQ-SWMS – Demolition Work	9	Contact person updated
HB-HSEQ-SWMS – Confined Space		Removed
HB-HSEQ-SWMS – Precast Installation		Removed
HB-HSEQ-SWMS – Work at heights	10	Emergency Procedure and rescue requirements section added Contact person updated
HB-HSEQ-SWMS – Elevated Work Platform Operation	11	Emergency Procedure and rescue requirements section added Contact person updated
HB-HSEQ-SWMS – Excavation, Trenching and Ground Penetration	9	Emergency Procedure and rescue requirements section added Contact person updated
HB-HSEQ-SWMS – Operating and Working around Mobile Plant	9	Emergency Procedure and rescue requirements section added Contact person updated

Emergency Response Plan – WHSMP Appendix 5

VERSION 16

Section	Amendment
Whole of plan updates	<ul style="list-style-type: none"> • Refined and restructured the text for easier understanding. • References to the Safety Management Systems and Toolbox updated
Section 1: Project Information	<ul style="list-style-type: none"> • Added - summary project details as set out in the WHSMP
Section 2: Plan Development, Review and Approval	<ul style="list-style-type: none"> • Added wording relating to signing by the ECS confirms their understanding of the plan, role, and responsibilities. • Plan Review and Emergency Drills: <ul style="list-style-type: none"> – Clarifies when plan review is required (following each event or drill, where there are significant changes to the project, updates to the management system) and – Specifies drills are to be scheduled and different emergency response procedures are to be tested.
Section 5: ECS Roles and Responsibilities	<ul style="list-style-type: none"> • Duties for each ECS role: <ul style="list-style-type: none"> – Separated into pre-emergency, emergency and post-emergency – Updated to capture what is required of each role in the ECS (to align with AS3745) – Training requirements updated to include internal Hutchies training and external accredited training – Identification for each ECS role (hard hat stickers) updated – Roles and duties added: Deputy Chief Warden, Team HSE Manager, Project Manager – Roles removed: Supervisors (duties captured in Warden), Workers (captured Site Induction and Site Rules)
Section 6: Communication & Consultation	<ul style="list-style-type: none"> • External consultation with emergency services and asset owners added
Section 7: Resources	<ul style="list-style-type: none"> • Subsection 7.1 First Aid <ul style="list-style-type: none"> – Inspection frequency for first aid kits clarified (at least 3-monthly) and record of servicing / inspection to be uploaded to HT – Specialist first aid kits included in the table of site requirements • Subsection 7.2: Emergency Equipment <ul style="list-style-type: none"> – Location for storage of records added • Subsection 7.3: Emergency Signage <ul style="list-style-type: none"> – Location of signage added for emergency contacts and evacuation signage – Signage images updated to reflect current templates and available signs in the Hutchies shop • Subsection 7.4: Fire Response Equipment <ul style="list-style-type: none"> – Testing requirements and storage location for records clarified
Section 8: Response	<ul style="list-style-type: none"> • Subsection 8.2: Communication of the Response

Section	Amendment
	<ul style="list-style-type: none"> – Internal and external contacts defined – Duplicate content removed (evacuation and alert captured in S12, responsibilities captured in section 4)
Section 9: Debrief	<ul style="list-style-type: none"> • Debrief discussion points added
Section 10: Records	<ul style="list-style-type: none"> • Location of records in HT specified for drills, actual emergencies, and recommendations for ERP updates <p>Section: Definitions</p> <ul style="list-style-type: none"> • Updated for relevance to this document and aligned with other Hutchies management system documents
Section 11: Legal and other requirements	<ul style="list-style-type: none"> • Added, includes Australian standards and covers all jurisdictions
Section 12: Emergency Response Procedures	<ul style="list-style-type: none"> • Note added specifying that specific emergency procedures, including a rescue plan, must be: <ul style="list-style-type: none"> – In place for high-risk work activities – Provided by the subcontractor completing the work – Communicated with workers involved in the activity and – Retained in the SWMS – And those conducting the rescue must be trained and competent in the use of any specialist equipment or plant required • New emergency response procedures for: <ul style="list-style-type: none"> – Rescue of worker suspended in a harness – Collapse of a structure – Worker rescue from a confined space – Worker rescue from an excavation, trench or ground penetration – Plant / vehicle contact with overhead or underground services – Heat – Contaminated work environment • Post-emergency activities added for all procedures, including conducting a debrief, investigation, review of ERP, and directing workers to the EAP • Responsibilities updated for consistency across all procedures, including notification to PM / Team HSE Manager, creating exclusion zones in the vicinity of the emergency, contact and coordination with emergency services • Duplicated site evacuation and medical emergency response activities in procedures replaced with reference to those specific procedures • Worker roles removed
Subsection 12.1: Site evacuation	<ul style="list-style-type: none"> • Added crane crew and hoist operator instructions • Search and remove process outlined
Subsection 12.2: Fire, smoke or explosion	<ul style="list-style-type: none"> • Fire extinguishing activities added
Subsection 12.3: Medical emergency	<ul style="list-style-type: none"> • Expanded to include any medical emergency, not only injuries

Section	Amendment
Subsection 12.4: Worker rescue using a carry stretcher	<ul style="list-style-type: none"> Expanded to cover projects where a hoist or crane is available and where there isn't Added activities carrying the person on a stretcher
Subsection 12.6: Rescue using a tower crane with first aid cage or Craneable stretcher	<ul style="list-style-type: none"> Pre-emergency task of developing a suitable retrieval plan replaces specific instructions to crane crew which may not be applicable in all situations Notes added: Retrieval plan to be added in Appendix 1 and crane crew to be trained in contents of their SWMS
Subsection 12.7: Rescue from a hoist	<ul style="list-style-type: none"> Pre-emergency task of developing a suitable retrieval plan replaces the irrelevant crane crew instructions Notes added: Retrieval plan to be added in Appendix 1 and hoist crew to be trained in contents of their SWMS
Subsection 12.13: Traffic incident	<ul style="list-style-type: none"> Expanded to account for anyone trapped in or by the vehicle/plant, use of traffic controller/s to direct traffic away from the incident, consult with specialist personnel regarding recovery / retrieval of the plant / vehicle
Subsection 12.14: Plant overturn	<ul style="list-style-type: none"> Expanded to account for anyone trapped in or under the plant, determine if a site evacuation is required, consult with specialist personnel regarding recovery / retrieval of the plant
Subsection 12.17: Rescue from water	<ul style="list-style-type: none"> Specific activities involving the use of equipment replaced with following advice of emergency services and coordinating site resources for rescue (to account for equipment availability)
Subsection 12.18: Bomb threat	<ul style="list-style-type: none"> Activities updated to include conducting searches, isolating ignition sources, evacuating the site, waiting for police clearance before re-entry
Subsection 12.19: Natural disasters	<ul style="list-style-type: none"> Added shut down and secure storage of plant and equipment
Appendix 3 - Evacuation Diagram	<ul style="list-style-type: none"> Project to include ground floor evacuation diagram indicating muster point, hazardous chemical storage, BESS unit, fire response equipment

Procedures

Document	Version	Amendment
Respect and Support Policy	3	Alignment of company policy with sexual harassment and discrimination legal and other requirements
Code of Conduct	3	Alignment of company policy with sexual harassment and discrimination legal and other requirements
MP 05 Inspections and Monitoring of Health and Safety	18	Section 19 – Subcontractors are to participate in whole of project HSE inspections Section 40 – reference to SP 08 Health Surveillance Exposure Monitoring References – Update of the Western Australian Legislation
MP 12 Health and Safety Records and documentation development	13	Sections 17 – procedure for subscription and participation in industry forums, training sessions, and consultation with regulators Section 18 – regularity for review of legislation and proposed legislation changes and where the changes are recorded Section 19 – review of legislation considerations Section 20 – Work Health and Safety Management System will be reviewed in accordance with the outcomes of the HSE work group meeting
MP 14 Bullying Discrimination and Harassment	4	Procedure updated to incorporated legislative and other requirements associated with sexual harassment and discrimination legislation.
PP 02 Induction Training	16	Section 4 – Reference to the induction template Management of visitor's section updated (points 11-14) References – Update of the Western Australia Legislation
PP 03 Subcontractor Management	14	Section 1 – Hutchies Work Health and Safety Management Plan and Subcontractor HSE Requirements must be provided to subcontractors prior to works commencing on site (via Scope of Work, Contract, or HammerTech Welcome Email) Section 2 – reference to the Subcontractor Trade Comparison Process form as part of the subcontractors HSE performance assessment Section 11 – Amendment to Site Management Team will observe each subcontractor work in accordance with their SWMS and record this in HammerTech under Task Observation References – Update of the Western Australia Legislation
SP 01 Hazardous Substances	10	References – additional relevant Australian Standards listed

Guidelines

Document	Version	Amendment
Minimum Licensing Requirements	7	<p>High-risk licence activity types grouped</p> <p>Rigging, dogman, pre-cast and tilt-up panel license types clarified.</p> <p>Telehandler training requirements grouped.</p> <p>Traffic Control licence types updated</p> <p>Mobile plant training requirements grouped with acceptable competency types listed (previously in the WHSMP)</p> <p>Use of excavator in crane mode removed</p> <p>Piling rig competencies updated</p> <p>Activity specific training updated and includes asbestos licences and training</p> <p>Confined Space training and confined space roles listed</p> <p>Plant servicing removed from the document and stand-alone document created</p>
Plant and Equipment Inspection and Maintenance Requirements	1	<p>Plant and servicing inspection and maintenance information that was previously in the Minimum licensing requirements and PP 07 Plant and Equipment consolidated into one document.</p> <p>Australian standard references updated</p>
Induction PowerPoint	5	<p>Slide 6: 'Safety Role' updated to 'ECS Role'; Example added in notes for [Title & ECS Role]</p> <p>Slide 7: New - additional space for ECS members and first aiders; Note to delete if not required</p> <p>Slide 11: Added point regarding emergency drills - workers and visitors required to participate</p> <p>Slide 12: Evacuation procedure updated to align with the new evacuation diagram template</p> <p>Slide 15: New - Visitor management requirements added</p> <p>Slide 23: New – Site Poster with QR code to access legislation, codes and standards</p>

Forms & Posters

Document	Version	Amendment
Evacuation Diagram	1	New Hutchies Template developed

Document	Version	Amendment
Site Rules	14	<p>Updated the following rules:</p> <ul style="list-style-type: none">3. Visitors must sign in upon arrival and sign out when leaving site. An inducted worker must accompany visitors whilst on site. Visitors must not undertake work of any kind (including supervisor tasks) while on site.7. Workers and visitors must follow all reasonable safety instructions for themselves and others8. Bullying, harassment, discrimination, threats of violence, theft, and any other form of unacceptable workplace behaviour will not be tolerated on Hutchies' sites.15. Workers and visitors must follow all instructions in an emergency evacuation event or drill21. All workers and visitors are to notify Hutchies of any environmental impacts, hazards, or other events on site22. Removed - relating to COVID-19