

TRANSPORT FOR NSW (TfNSW)

QA SPECIFICATION G24

WORK HEALTH AND SAFETY (NON-CONSTRUCTION WORK)

NOTICE

This document is a Transport for NSW QA Specification. It has been developed for use with transport infrastructure contracts let by Transport for NSW or by local councils in NSW. It is not suitable for any other purpose and must not be used for any other purpose or in any other context.

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REVISION REGISTER

Ed/Rev Number	Clause Number	Description of Revision	Authorised By	Date
Ed 3/Rev 0		New edition, completely rewritten. Descriptions of changes to previous versions are no longer relevant, and are not listed.	DCS	22.10.19
Ed 3/Rev 1	Global Guide Notes, GN4 1.3 2.3.2 (a), 3.2 3.3.1 3.3.2 5 8.1 Annex M	Title of “Guidelines” document updated. Table GN.2 updated. AS/NZS ISO 45001 added as alternative to AS/NZS 4801. Links to referenced documents updated. Reference to 12 elements in “Guidelines” removed. Previous sub-clause 3.3.2 “(Not Used)” deleted. Subsequent sub-clauses renumbered. Inspections by Principal for compliance of Contractor’s truck and plant on site added. Section number reference to Guidelines updated. Referenced documents updated.	MCQ	14.02.20
Ed 3/Rev 2	2.2 Annex L	Text showed in boxed text format changed to ordinary text format. Guidance Notes shown in boxed text format deleted changed to table notes.	MCQ	25.03.20
Ed 3/Rev 3	Global	References to “Roads and Maritime Services” or “RMS” changed to “Transport for NSW” or “TfNSW” respectively.	DCS	22.06.20

GUIDE NOTES
(Not Part of Contract Document)

GN1 Using Specification G24

Specification G24 is generally intended for use on contracts for professional services related to infrastructure construction, such as design and investigation carried out at the pre-construction stage, and for other work unrelated to construction such as mobile speed camera work.

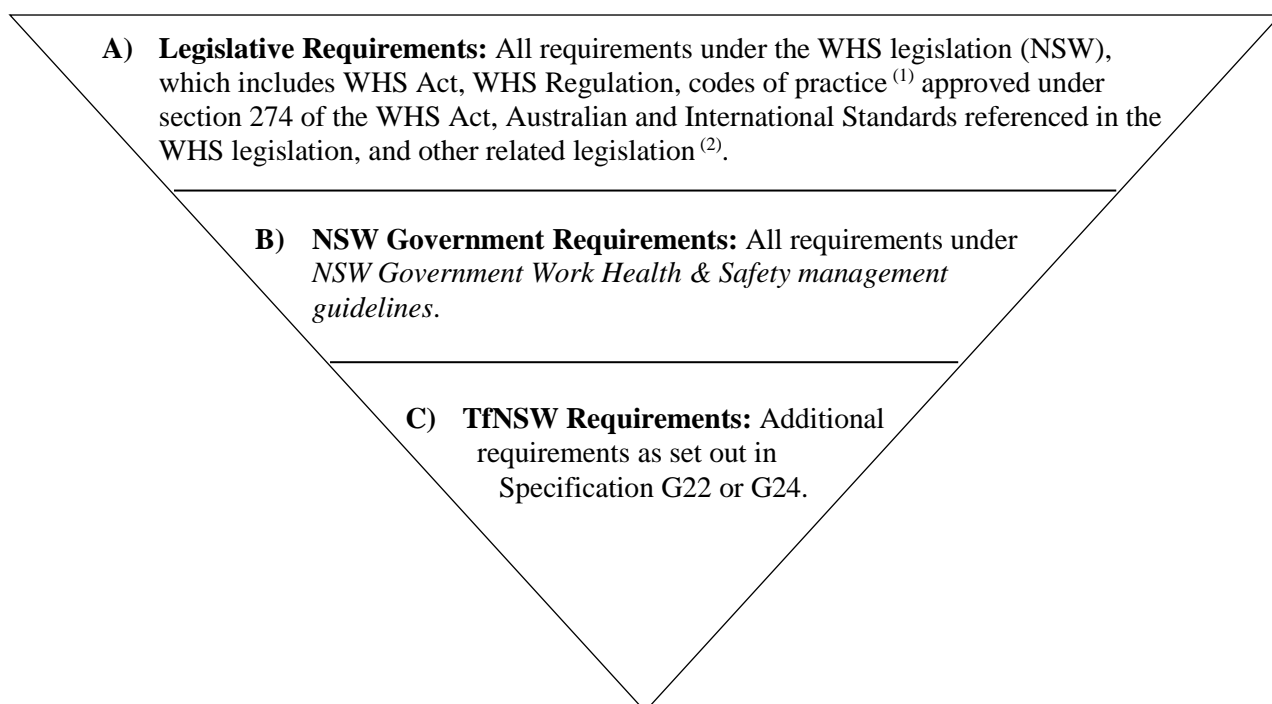
It is not intended for use on contracts for “construction work” as defined in Clause 1.3 of G22 where the appropriate Specification to use is G22.

A guide to the appropriate WHS specification to use for various types of work is shown in Table GN.1 below.

Table GN.1 – Appropriate WHS Specification

	Type of Contract	Appropriate WHS Spec / Comments
(a)	Demolition of buildings and structures	G22
(b)	Early works contract	G22
(c)	Minor maintenance or upgrading works	G22
(d)	Fixed speed camera, point to point and safe-T-cam installation and maintenance	G22
(e)	Ferry operation	G22
(f)	Geotechnical investigation	G22 if work includes “high risk construction type work”; otherwise G24
(g)	Advertising	G22 if work includes erection of support structures; otherwise G24
(h)	Survey investigation	G24
(i)	Mobile speed camera	G24
(j)	Security services	G24
(k)	Utilities search and investigation	G24
(l)	Environmental assessment	G24
(m)	Traffic studies	G24
(n)	Slope survey and assessment	G24
(o)	PSC undertaking site contract management (engaged by the Principal)	As for site visitors – under Contractor’s WHS system
(p)	PSC conducting quality audits (engaged by the Principal)	As for site visitors – under Contractor’s WHS system
(q)	PSC conducting environmental inspection (engaged by the Principal)	As for site visitors – under Contractor’s WHS system
(r)	IM&IT installation and fitout	As for site visitors – under Contractor’s WHS system

GN2 Hierarchy of WHS Requirements



Notes:

⁽¹⁾ Codes of Practice from SafeWork NSW referenced in G24 include:

- Construction Work, and
- Safe Design of Structures.

⁽²⁾ Related legislation includes:

- *Heavy Vehicle National Law (NSW)*, and
- *Building Code* issued under subsection 34(1) of the *Building and Construction Industry (Improving Productivity) Act 2016 (Cth)*, being the document titled “*Code for the Tendering and Performance of Building Work 2016*”.

GN3 Other Guidance Material

Additional guidance materials developed by TfNSW are available for reference and can be obtained from the TfNSW website utilising the links in this Specification.

GN4 Customising G24

Project specific changes to G24 other than that in Annexure A must first be reviewed and formally approved by the relevant WHS contact person for queries shown in Table GN.2 below.

Table GN.2 WHS Contact Person for Queries

Role Title	Division	Contact Number
Director, WHS	Infrastructure & Place	0421 097 577
Director, WHS	Regional & Outer Metropolitan (ROM)	0439 226 879
Director, WHS	Greater Sydney	0428 931 844
Senior Manager, WHS	Maritime & Regulation	0411 024 485



WORK HEALTH AND SAFETY (NON-CONSTRUCTION WORK)

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VERSION FOR: DATE:

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FOREWORD

TfNSW COPYRIGHT AND USE OF THIS DOCUMENT

Copyright in this document belongs to Transport for NSW.

When this document forms part of a contract

This document should be read with all the documents forming the Contract.

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This copy is not a controlled document. Observe the Notice that appears on the first page of the copy controlled by TfNSW. A full copy of the latest version of the document is available on TfNSW's website: <http://www.rms.nsw.gov.au/business-industry/partners-suppliers/specifications/index.html>

REVISIONS TO PREVIOUS VERSION

This document has been revised from Specification TfNSW G24 Edition 3 Revision 2.

All revisions to the previous version (other than minor editorial and project specific changes) are indicated by a vertical line in the margin as shown here, except when it is a new edition and the text has been extensively rewritten.

PROJECT SPECIFIC CHANGES

Any project specific changes are indicated in the following manner:

- (a) Text which is additional to the base document and which is included in the Specification is shown in bold italics e.g. ***Additional Text***.
- (b) Text which has been deleted from the base document and which is not included in the Specification is shown struck out e.g. ~~Deleted Text~~.

TfNSW QA SPECIFICATION G24

WORK HEALTH AND SAFETY (NON-CONSTRUCTION WORK)

1 GENERAL

1.1 SCOPE

This Specification sets out the work health and safety (WHS) requirements for non-“construction work” (refer meaning of “construction work” in Clause 1.3 of this Specification).

1.2 STRUCTURE OF THE SPECIFICATION

This Specification includes a series of annexures that detail additional requirements.

1.2.1 Contract Specific WHS Risks and Requirements

Details of contract specific WHS risks and requirements are set out in Annexure G24/A.

1.2.2 Measurement and Payment

The method of measurement and payment is detailed in Annexure G24/B.

1.2.3 Schedules of HOLD POINTS and Identified Records

The schedules in Annexure G24/C list the **HOLD POINTS** that must be observed. Refer to Specification TfNSW Q for the definition of **HOLD POINTS**.

The records listed in Annexure G24/C are **Identified Records** for the purposes of TfNSW Q Annexure Q/E.

1.2.4 Referenced Documents

Unless specified otherwise, the applicable issue of a referenced document, other than a TfNSW Specification, must be the issue current at the date one week before the closing date for tenders, or where no issue is current at that date, the most recent issue.

Standards, specifications and test methods are referred to in abbreviated form (e.g. AS 1234). For convenience, the full titles are given in Annexure G24/M.

1.3 DEFINITIONS

The terms “you” and “your” mean “the Contractor” and “the Contractor’s” respectively.

The term “the Principal” also means “the TfNSW Representative” and *vice versa*, unless the context requires otherwise.

The definitions used in AS/NZS ISO 9000 for nonconformity, corrective action and preventive action, apply where they can be extended to apply to WHS management and are not inconsistent with AS/NZS ISO 45001 or AS/NZS 4801.

The following definitions apply to this Specification.

“**WHS Act**” means the *Work Health and Safety Act 2011 (NSW)* as amended or replaced.

“**WHS Regulation**” means the *Work Health and Safety Regulation 2017 (NSW)* as amended or replaced.

“**WHS legislation**” means the WHS Act and WHS Regulation, and any other related acts or regulations including codes of practice approved under section 274 of the WHS Act.

“**Building Code**” means the *Building Code* issued under subsection 34(1) of the *Building and Construction Industry (Improving Productivity) Act 2016 (Cth)*, being the document titled “*Code for the Tendering and Performance of Building Work 2016*”.

“**Guidelines**” means the *NSW Government Work Health & Safety management guidelines*.

“**Construction work**” has the same meaning as that given in Clause 289 of the WHS Regulation as “any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure” and includes “testing carried out in connection with a (construction work) activity”.

“**High risk construction work**” has the same meaning as that given in Clause 291 of the WHS Regulation and includes, among other situations, working “on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians”.

“**Significant incident**” means a workplace or worksite related safety incident, with any of the following characteristics:

- (a) The incident resulted in a fatality or hospitalisation due to the serious nature of the injuries incurred, including for example, amputation, multiple fractures, etc, and includes those caused by suicide or self-harm. The affected persons may include employees of the Principal or the Contractor (including those of its subcontractors), or members of the public.
- (b) The incident resulted in a failure of, or major damage to public infrastructure or other assets, for example, bridge collapse, partial road collapse, wharf structural damage, damage to utilities with significant community impact, damage to traffic signals, etc.
- (c) The incident was highly visible to the public, or may attract media attention, for example, injury to a member of public at a site where work is being carried out for the Principal.
- (d) The incident was a “high potential near miss”.

The Principal will have the sole discretion to determine whether an incident constitutes a “significant incident”.

“**High potential near miss**” means an incident which was a near miss, but had a reasonably foreseeable potential to result in one or more of the characteristics stated under items (a), (b) and (c) for the definition for “significant incident”.

“**Notifiable incident**” has the same meaning as that given in Section 35 of the WHS Act as:

- (a) the death of a person, or
- (b) a serious injury or illness of a person, or
- (c) a dangerous incident.

“**Lost time injury**” (LTI) means a work-related injury or illness where one full shift or more has been lost at some point following the event.

“**Medical treatment injury**” (MTI) means a work-related injury or illness, other than a lost time injury, that results in treatment (beyond that of first aid).

“**First aid injury**” (FAI) means a work-related injury or illness where first aid treatment is provided to the employee but does not result in a lost time injury or medical treatment. Also termed a “**minor injury**”.

“**Structure**” has the same meaning as that given in Section 4 of the WHS Act as “anything that is constructed, whether fixed or movable, (and) temporary or permanent”.

2 WORK HEALTH AND SAFETY MANAGEMENT

2.1 GENERAL

2.1.1 General Obligations

You must:

- (a) comply with:
 - (i) all applicable duties as stated in the WHS legislation including any applicable codes of practice and Australian Standards;
 - (ii) any applicable duties under the *Heavy Vehicle National Law (NSW)* and associated Regulations;
 - (iii) any applicable requirements contained in the Guidelines;
 - (iv) any applicable requirements contained in the Building Code, where stated in the relevant contract terms that the Building Code applies.
- (b) manage risks to health and safety by:
 - (i) eliminating the risks so far as is reasonably practicable; and
 - (ii) where it is not reasonably practicable to eliminate the risks, minimising them so far as is reasonably practicable;

2.1.2 Philosophy of Approach

The Principal expects that the Contractor’s WHS systems and procedures will meet the relevant WHS legislative requirements and the NSW Government WHS requirements as set out in the Guidelines (refer Clause 1.3 for meaning of “Guidelines”).

TfNSW G24 may not state WHS legislative requirements which the Contractor is expected to be familiar with and in compliance with. Rather, G24 will clarify WHS requirements which are specific to the Principal’s situation, and consistent with and complimentary to the Guidelines.

2.2 ONERMS SAFETY MANAGEMENT SYSTEM

This clause does not apply where “the Principal” (i.e. the party commissioning the work) is not “Transport for NSW” or “TfNSW”.

2.2.1 General

The Principal has established the OneRMS Safety Management System (SMS) as the means for the Principal to deliver the objectives set out in the Principal's WHS Policy Statement. A copy of the Principal's WHS Policy Statement is available at:

<http://www.rms.nsw.gov.au/safety/work-health-safety/index.html>

The OneRMS SMS sets out the framework and key principles for how the Principal works in collaboration with its contractors to manage safety risks.

Contractors undertaking work for the Principal must satisfy the Principal that their safety management system meets or exceeds the safety standard outlined in the OneRMS SMS.

2.2.2 Consultation, Cooperation and Coordination

Establish consultation, cooperation and coordination processes for WHS matters which are consistent with the WHS legislative requirements.

2.3 SAFETY IN DESIGN REQUIREMENTS

2.3.1 (Not Used)

2.3.2 Design By Contractor

Where your Work Under the Contract includes design of structures (including design of a part of a structure), you must:

- (a) manage risks to health and safety arising from the design in accordance with SafeWork NSW Safe Design of Structures Code of Practice, which is available at:
https://www.safework.nsw.gov.au/_data/assets/pdf_file/0003/52158/Safe-design-of-structures-COP.pdf
- (b) consult with the Principal and demonstrate, in a documented form, that risks to health and safety arising from the design of the structure throughout its lifecycle are eliminated or minimised so far as is reasonably practicable.
- (c) engage competent and trained resources to prepare the design.
- (d) conduct due diligence checks to verify that your designer or design subcontractor has the appropriate processes in place, and has implemented the processes, to eliminate or minimise risks arising from the design.
- (e) provide verification that the Safety in Design section of your Quality Management System (refer Specification TfNSW Q) meets all the requirements of the Safety in Design requirements of the WHS legislation and the Safe Design of Structures Code of Practice.
- (f) provide a Designer's Safety Report to the Principal which is in accordance with the Safe Design of Structures Code of Practice, together with the design documentation, for the part of the Works for which you are responsible for the design.
- (g) review and update the Designer's Safety Report whenever changes are made to the design for the part of the Works for which you are responsible for the design.
- (h) provide a copy of the final updated Designer's Safety Report to the Principal at Completion.

2.4 TRAINING AND INDUCTION

2.4.1 Primary Duty of Care

Comply with section 19 (3) (f) of the WHS Act as part of your primary duty of care to ensure, so far as is reasonably practicable, the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from the work carried out.

2.4.2 (Not Used)

2.4.3 (Not Used)

3 WHS MANAGEMENT DOCUMENTATION

3.1 GENERAL

Where so specified in Annexure G24/A1, you must have in place a certified WHS Management System.

For all contracts, submit to the Principal a Contract WHS Management Plan in accordance with the Guidelines and implement it for the Contract.

3.2 WHS MANAGEMENT SYSTEM

Your WHS Management System must comply with the WHS legislation, the Guidelines and relevant SafeWork NSW Codes of Practice.

The Guidelines are available at:

https://www.procurepoint.nsw.gov.au/system/files/documents/work_health_safety_management_guidelines.pdf

and the Construction Work Code of Practice is available at:

https://www.safework.nsw.gov.au/_data/assets/pdf_file/0014/52151/Construction-work-COP.pdf

3.3 CONTRACT WHS MANAGEMENT PLAN

3.3.1 Contract WHS Management Plan

Your Contract WHS Management Plan must comply with the WHS legislation, relevant SafeWork NSW Codes of Practice and the Guidelines.

3.3.2 Contract Specific Risks

Address in the Plan any contract specific risks that have been identified including, but not necessarily be limited to, those listed in Annexure G24/A2.

Demonstrate in the Plan how the Work Under the Contract will be carried out safely, by eliminating or minimising these risks so far as is reasonably practicable, in accordance with the WHS legislation.

3.3.3 Maintain Plan

Review and where necessary revise the Plan to ensure that it remains up to date throughout the duration of the Contract.

3.4 SAFE WORK METHOD STATEMENTS

3.4.1 General

Prepare safe work method statements (SWMS) and use them for all high risk construction work activities, in accordance with Clauses 299 to 303 of the WHS Regulation.

3.4.2 Internal Approval of SWMS

The SWMS must be reviewed and approved by a person authorised in your WHS Management System or Plan to do so.

3.4.3 Principal's Role

The Principal may check and verify that work is being performed in accordance with the SWMS from time to time, but the Principal will not approve any SWMS. The Principal's checks and verification does not in any way diminish your responsibility and accountability to ensure that WHS risks are properly identified and managed.

3.5 (NOT USED)

3.6 EMERGENCY PLANNING AND RESPONSE

3.6.1 General

Include in the Contract WHS Management Plan site specific plans for dealing with emergency situations in accordance with Clause 43 of the WHS Regulation.

3.6.2 Required Elements

The plans must include the following:

- (a) emergency procedures, including effective response to an emergency, evacuation procedures, notification of emergency service organisations, and medical treatment and assistance;
- (b) testing of the emergency procedures, including frequency of testing;
- (c) information, training and instruction for workers involved in implementing the emergency procedures.

3.6.3 Remote Site Considerations

For remote sites, include response plans for dealing with incidents on such sites.

When preparing the plans, undertake a risk assessment and take into consideration possible site emergency scenarios, distance from emergency services support, local first aid capabilities and the means for emergency services to access the site in cases where there is no existing road access.

3.7 (NOT USED)

3.8 SUBMISSION OF WHS DOCUMENTATION

3.8.1 WHS Management System

Where a WHS Management System is a specified requirement of the Contract (refer Clause 3.1), and where requested by the Principal, submit for the Principal's review a digital copy of your WHS Management System.

3.8.2 Contract WHS Management Plan

At least 5 working days prior to commencing work at the Site, submit for the Principal's review a digital copy of the Contract WHS Management Plan.

3.8.3 Hold Point

HOLD POINT

Process Held:	Commencement of work at the Site.
Submission Details:	At least 5 working days prior, submit your Contract WHS Management Plan and any supporting documentation.
Release of Hold Point:	The Principal will consider the submitted documents and may suggest that additional information be included in the Plan, prior to authorising the release of the Hold Point.

4 HEAVY VEHICLE NATIONAL LAW – CHAIN OF RESPONSIBILITY

4.1 GENERAL

Comply with the *Heavy Vehicle National Law (NSW)* and associated regulations that governs the supply chain for the Works and for the bringing onto and removal from the Site of items requiring transport services (refer also Clause 2.1.1 (a) (ii)).

4.2 HEAVY VEHICLE CHAIN OF RESPONSIBILITY MANAGEMENT PLAN

4.2.1 Required Elements

If applicable, develop and implement for the Contract a Heavy Vehicle Chain of Responsibility (HVCoR) Management Plan which must, as a minimum, cover the following elements:

- (a) Organisation chart showing the team structure, relevant personnel and their respective responsibilities in relation to HVCoR.
- (b) Methods of communication of HVCoR requirements to project personnel, suppliers and subcontractors.
- (c) Methods of ensuring that suppliers and subcontractors understand their HVCoR obligations and have the appropriate systems in place to fulfil these obligations.

- (d) Approvals and permits from the relevant regulators and Authorities and the process for obtaining them.
- (e) Management of compliance with the legislation, including safety systems and controls for the following:
 - (i) governance, including provision of evidence that the Contractor, its suppliers and subcontractors have met its legal HVCoR obligations;
 - (ii) vehicle standards;
 - (iii) mass, dimension and loading;
 - (iv) speeding;
 - (v) driver fatigue;
 - (vi) vehicle maintenance.
- (f) Hazard identification and risk analysis of the matters listed in item (e) above.
- (g) Resources management, including training requirements, for managing HVCoR processes and controls.
- (h) Safety metrics in relation to areas listed in item (e) above.
- (i) Reporting on incidents and contraventions in relation to HVCoR.

Incorporate all applicable, relevant or necessary requirements in relation to the chain of responsibility provisions of the *Heavy Vehicle National Law (NSW)* and associated regulations for all aspects of the Works in your HVCoR Management Plan.

Your HVCoR Management Plan may form part of your WHS Management Plan.

4.2.2 Maintain HVCoR Plan

Review and where necessary revise the HVCoR Management Plan throughout the duration of the Contract, taking into account any changes in the Contract details, site conditions, legislation and requests or requirements of any Authority.

4.3 SUBMISSION OF HVCOR MANAGEMENT PLAN

4.3.1 General

At least 10 working days prior to commencing work on the Site, submit for the Principal's review a digital copy of your HVCoR Management Plan.

4.3.2 Hold Point

HOLD POINT

Process Held:	Commencement of work on the Site.
Submission Details:	At least 10 working days prior, submit the HVCoR Management Plan and any supporting documentation.
Release of Hold Point:	The Principal will consider the submitted documents and may request additional information for inclusion into the HVCoR Management Plan, prior to authorising the release of the Hold Point.

5 TRUCKS AND PLANT

All trucks and plant or equipment used for the Contract must comply with the requirements in the TfNSW document TPR-G22 “Truck and Plant Requirements”, available from the TfNSW website at: <https://www.rms.nsw.gov.au/business-industry/partners-suppliers/documents/specifications/tpg22.pdf>

The Principal may at any time carry out inspections for compliance with TPR-G22 of any truck, plant or equipment that you bring to the Site, and you must facilitate this.

6 ASSURANCE AND MONITORING

6.1 ASSURANCE ACTIVITIES BY PRINCIPAL OR REGULATOR

6.1.1 Assurance Activities by Principal

At any time during the course of the Contract, the Principal may carry out assurance activities, such as inspections and audits, on your WHS management, including implementation of your WHS Management System and Plan.

6.1.2 Provide Necessary Access

Comply with all reasonable requests to facilitate the Principal’s assurance activities by providing the necessary access to any persons, sites and relevant documents/information.

The Principal may view and make copies of any of your documents which are considered to be relevant to providing the Principal with assurance that WHS is being managed satisfactorily.

6.1.3 Inspections by Regulator

If a regulator representative (e.g. SafeWork NSW inspector) requests access to or enters the Site, notify the Principal immediately or as soon as you become aware of their entry into the Site.

6.2 ASSURANCE ACTIVITIES BY CONTRACTOR

6.2.1 Reviews of System and Plan

Carry out periodic internal and, where applicable, independent third party reviews of your WHS Management System and Plan, and make records of these reviews available to the Principal upon request.

If changes are made to the Plan arising from the reviews, the Hold Point under Clause 3.8.3 will apply to the work affected by the change.

6.2.2 Audits, Nonconformities and Corrective Actions

Carry out your own assurance activities, including reviews and internal audits, in accordance with your WHS Management System.

Notify the Principal of all nonconformities that have been identified and any corrective actions required.

Complete any corrective actions required as soon as possible and in any event within four weeks, or a time period agreed with the Principal, having regard to the risk associated with the nonconformity.

6.3 INTERVENTIONS

6.3.1 Intervention by the Principal

If the Principal considers that Work Under the Contract is not being carried out safely or that hazards are not being controlled effectively, the Principal may issue you with a corrective action request and impose a Hold Point on the particular work process.

HOLD POINT

Process Held:	Work process which the Principal considers is not being carried out safely.
Submission Details:	Verification that the WHS issue has been rectified and closed out.
Release of Hold Point:	The Principal will consider the evidence provided, prior to authorising the release of the Hold Point.

6.3.2 Intervention by Regulator or Your Health and Safety Representative

Include in your WHS Management System your processes to deal with notices served by the regulator arising from Work Under the Contract, or with Provisional Improvement Notice (PIN) issued by your own Health and Safety Representative (HSR). Such processes must also include details for notifying the Principal of any such occurrences.

The Principal may impose a Hold Point in accordance with Clause 6.3.1 for such notices.

7 INCIDENT NOTIFICATION AND INVESTIGATION

7.1 NOTIFICATION

Refer to Clause 1.3 of this Specification for definitions of “lost time injury”, “medical treatment injury”, “significant incident”, “high potential near miss incident” and “notifiable incident”.

7.1.1 Injuries

Report all incidents resulting in lost time injuries (LTI) or medical treatment injuries (MTI) to the Principal within 24 hours of the incident occurring.

7.1.2 Significant Incidents

Report all significant incidents, including high potential near miss incidents, to the Principal immediately upon becoming aware of the incident.

7.1.3 Notifiable Incidents

Where the incident is a notifiable incident, notify the Principal immediately after notifying the regulator, and provide the Principal with the notification reference number. If requested, provide a copy of the notice to the Principal.

7.1.4 Principal May Notify Regulator Directly

If an incident which the Principal considers to be a notifiable incident has taken place at the Site, and you have not notified the regulator, the Principal may report the incident directly to the regulator, but only after advising you of the intention to do so.

7.2 INVESTIGATION AND CONTINUOUS IMPROVEMENT

7.2.1 General

Investigate thoroughly all notifiable and significant incidents, including high potential near miss incidents, utilising a formal incident investigation methodology such as Incident Cause Analysis Method (ICAM) or similar, unless agreed to otherwise by the Principal.

For other types of incidents, investigate them using appropriate methods for the purpose of learning lessons and preventing recurrence. The methods used may be ICAM or similar for relatively complex cases, or “5 Whys” technique for simpler cases.

7.2.2 Investigation Report

Submit the initial findings from the investigation of notifiable and significant incidents to the Principal within one week of the date of the incident.

Submit a detailed report of the investigation to the Principal within 4 weeks of the date of the incident, containing details of the information gathered, analysis undertaken, identification of the underlying causes of the incident, and related corrective action(s) to prevent a recurrence. The report must state the person responsible for completing the corrective action(s) and the planned close out date(s).

Where an incident investigation report has not been provided, the Principal may request you to provide a copy of the report within 3 working days for completed reports, or within 4 weeks where the incident is yet to be investigated.

7.2.3 (Not Used)

7.2.4 Corrective Action

In cases where the Principal is not satisfied with the investigation undertaken, or details on the incident is not forthcoming, or consider that the corrective actions are insufficient, the Principal may issue you with a corrective action request and impose a Hold Point on the particular work process under Clause 6.3.1.

7.2.5 Independent Investigation by Principal

When a significant incident has taken place at the Site, the Principal may undertake or commission an independent investigation of the incident, or alternatively request that you provide the Principal with a copy of your investigation report when finalised, in accordance with Clause 7.2.2 of this Specification.

8 WHS RECORDS AND PERFORMANCE REPORTING

8.1 WHS RECORDS

WHS records must include, as a minimum, the types of records listed in Section 8 of the Guidelines.

Keep the Contract WHS records for a minimum period of 5 years after Completion, or longer as required by the WHS legislation.

For health monitoring records, keep them for 30 years from the date on which the record was made or longer as required by the WHS legislation.

8.2 WHS PERFORMANCE REPORTING

Where so specified in Annexure G24/A1, provide to the Principal a monthly report on your WHS performance. The report must contain the information, and be in the format, shown in Annexure G24/L.

8.3 HVCOR REPORTING

If applicable, include in the monthly WHS report under Clause 8.2 the details shown in Annexure G24/L in relation to HVCOR:

ANNEXURE G24/A – CONTRACT SPECIFIC WHS RISKS AND REQUIREMENTS

A1 GENERAL

NOTES TO TENDER DOCUMENTER: (Delete this boxed text after customising Annexure G24/A1)

Complete the table below by deleting whichever of the options provided under the “Requirement” column that is not applicable.

Clause	Description	Requirement
3.1	WHS Management System required	Yes / No
8.2	Monthly report on WHS performance required	Yes / No

A2 CONTRACT SPECIFIC WHS RISKS

The following WHS risks have been identified by the Principal, and are shown below for consideration in your WHS risk management.

NOTES TO TENDER DOCUMENTER: (Delete this boxed text after customising Annexure G24/A2)

Insert here any identified contract specific WHS risks. If there are no contract specific WHS risks, replace the heading title with “Not Used”.

Do not list here generic industry WHS hazards common in the civil construction industry.

A3 CONTRACT SPECIFIC WHS REQUIREMENTS

Comply with the following contract specific WHS requirements:

NOTES TO TENDER DOCUMENTER: (Delete this boxed text after customising Annexure G24/A3)

Insert here any contract specific WHS requirements. If there are no contract specific WHS requirements, replace the heading title with “Not Used”.

ANNEXURE G24/B – MEASUREMENT AND PAYMENT

Except where specific pay items are provided, all costs associated with developing and implementing your WHS management system, including control measures, are to be included in the rates and prices generally for the Work Under the Contract.

ANNEXURE G24/C – SCHEDULES OF HOLD POINTS AND IDENTIFIED RECORDS

Refer to Clause 1.2.3 of this Specification.

C1 SCHEDULE OF HOLD POINTS

Clause	Description
3.8.3	Submission of Contract WHS Management Plan
4.3.2	Submission of HVCOR Management Plan
6.3.1	Intervention by the Principal

C2 SCHEDULE OF IDENTIFIED RECORDS

The records listed below are Identified Records for the purposes of TfNSW Q Annexure Q/E.

Clause	Description
2.3.2	Designer's Safety Report
8.1	Contract WHS records
8.1	Health monitoring records

ANNEXURE G24/D – CHECKLISTS

The following checklists for review of the Contractor's WHS Management System and Plan, and HVCoR Management Plan are available from the TfNSW webpage at:

D1 WHS MANAGEMENT SYSTEM AND PLAN

<https://www.rms.nsw.gov.au/safety/work-health-safety/documents/whsmp-review-checklist-against-g22.xlsx>

D2 HVCoR MANAGEMENT PLAN

<https://www.rms.nsw.gov.au/safety/work-health-safety/documents/hvcor-mgmt-plan-review-tool.pdf>

ANNEXURES G24/E TO G24/K – (NOT USED)

ANNEXURE G22/L – REPORTING FORMAT

L1 CONTRACTOR WHS MONTHLY REPORT

Contract Title:			
Contract Number:		Month:	
Contractor:		Prepared by:	
		Date:	
(A) WHS GENERAL PERFORMANCE INDICATORS			
Indicator		Current Month	Cumulative Total
Number of Lost Time Injuries (LTI) ⁽¹⁾			
Number of Working Days Lost Due to Injury			
Number of Medical Treatment Injuries (MTI) ⁽²⁾			
Number of First Aid / Minor Injuries (FAI) ⁽³⁾			
Number of Hazards Reported			
Number of Near Misses Reported			
Number of Open Significant Incidents Reported ⁽⁴⁾			
Number of Regulator Notifiable Incidents Reported			
Total Hours Worked			
Lost Time Injury Frequency Rate (LTIFR) ⁽⁵⁾ : (LTI) x 1,000,000 / Number of Hours Worked			
Medical Treatment Injury Frequency Rate (MTIFR): (MTI) x 1,000,000 / Number of Hours Worked			
Total Recordable Injury Frequency Rate (TRIFR) ⁽⁵⁾ : (LTI + MTI) x 1,000,000 / Number of Hours Worked			

Notes:

- (1) **Lost Time Injury (LTI):** A work-related injury or illness where one full shift or more has been lost at some point following the event.
- (2) **Medical Treatment Injury (MTI):** A work-related injury or illness, other than a lost time injury, that results in treatment (beyond that of first aid). Refer to Annexure G22/L3 for guidance on classifying MTI.
- (3) **First Aid / Minor Injury (FAI):** A work-related injury or illness where first aid treatment is provided to the employee but does not result in a lost time injury or medical treatment. Refer to Annexure G22/L3 for guidance on classifying FAI.
- (4) Insert number of new cases reported during the month in "Current Month", and number of cases that are yet to be closed out in "Cumulative Total".
- (5) Injury Frequency Rates (LTIFR, MTIFR and TRIFR) are calculated based on 1,000,000 hours worked.

(B) STATUS OF LOST TIME INJURIES FOR THIS MONTH		
Date of Incident	Outline Description of Incident	Days Lost

Insert additional rows in table above as required.

(C) HVCOR PERFORMANCE METRICS			
Focus Area	Checks Carried Out⁽⁶⁾	Occurrences/ Incidents⁽⁷⁾	Comments⁽⁸⁾
Mass⁽⁹⁾			
Dimension⁽¹⁰⁾			
Load restraint⁽¹¹⁾			
Speeding⁽¹²⁾			
Driver fatigue⁽¹³⁾			
Vehicle maintenance⁽¹⁴⁾			

Notes:

- ⁽⁶⁾ Number of checks carried out.
⁽⁷⁾ Number of occurrences or incidents.
⁽⁸⁾ Provide comments on the number of checks carried out and the nature of the issues arising.
⁽⁹⁾ Over-mass occurrences.
⁽¹⁰⁾ Oversize occurrences.
⁽¹¹⁾ Load restraint checks carried out prior to journey.
⁽¹²⁾ Speeding occurrences and speed limiter checks.
⁽¹³⁾ Driver fatigue occurrences and logbook checks.
⁽¹⁴⁾ Vehicle servicing scheduled vs. servicing completed; number of defect reports.

(D) DETAILS OF REGULATORY WHS / HVCOR BREACHES RESULTING IN A FINE OR NOTICE		
Date of Fine or Notice	Outline of Regulatory Breach Involved	Type of Notice Issued and/or Size of Fine

Insert additional rows in table above as required.

(E) DETAILS OF ASSURANCE ACTIVITIES CARRIED OUT AND ACTIONS ARISING				
Date of Assurance Activity	Description of Assurance Activity ⁽¹⁵⁾ and Focus Area ⁽¹⁶⁾	No of CARs Raised	No of OoCs Raised	No of Overdue CARs ⁽¹⁷⁾

Insert additional rows in table above as required.

Notes: CAR: Corrective Action Request OoC: Observation of Concern

⁽¹⁵⁾ Assurance activity may be an inspection or audit, etc.

⁽¹⁶⁾ Focus area may be "WHS General", "HVCOR", etc.

⁽¹⁷⁾ CARs from assurance activities past close out due date.

L2 (NOT USED)

L3 INJURY CLASSIFICATION GUIDELINE FOR FAI AND MTI

Extract from TfNSW document “Safety planning and performance reporting”.

B. Injury classification guideline for FAI and MTI

This injury classification guideline should be read in conjunction with the definitions of a first aid injury (FAI) and a medical treatment injury (MTI).

First aid Injury (FAI)	Medical treatment Injury (MTI)
Physical examination, if no condition is identified or medical treatment is not administered.	Surgical intervention including surgical debridement.
Therapeutic (physiotherapy or chiropractic) treatment referred by a medical practitioner up to two visits for the same injury.	Therapeutic (physiotherapy or chiropractic) treatment referred by a medical practitioner, more than two visits for the same injury.
Use of non-prescription medicines or one time dose of prescribed medication for minor injury or discomfort.	Use of prescription medicines (except a single dose/prescription on first visit for minor injury or discomfort).
Application of bandages (including elastic bandages) during a first visit to medical practitioner.	One or more stitches or sutures (including glue or butterfly adhesive dressing in lieu of sutures).
Administration of tetanus shots or boosters.	Treatment of infection (more than one dose of treatment).
Application of antiseptics during a first visit to medical practitioner.	Application of antiseptic during a subsequent visit to medical practitioner.
Removal of foreign bodies from a wound using tweezers or other simple first aid technique. Irrigation of eye injuries and removal of non-embedded objects.	Removal of foreign objects that is beyond that of a first aider (such as local anaesthetic required or scalpel used).
Treatment of minor burns requiring only one treatment.	Treatment of deep tissue and large scale burns or burn injuries requiring more than one treatment.
Soaking, application of hot-cold compresses, and use of elastic bandage on sprains immediately after injury (initial treatment only).	Use of hot or cold soaking therapy or heat therapy during subsequent visit to medical practitioner.
Diagnostic procedures such as x-rays, laboratory analysis or dye, unless they lead to further treatment.	Treatment for fractures, broken bones and/or broken or lost teeth.
Observations of injury during visits to medical practitioners, including hospitalisation (for less than 48 hours) for observation when no treatment is required; for example blow to the head or abdomen, exposure to toxic substances, snake bite, or electric shock.	Admission to hospital or equivalent medical facility for treatment or under observation for 48 hours or more.
Application of ointments for abrasions to prevent drying or cracking.	Any work injury or illness that results in a loss of consciousness.
	Oxygen administered unless given purely as a precautionary measure.
	Treatment (diagnosis and evaluation) by a Psychiatrist for mental illness or stress as a result of a workplace occurrence.

ANNEXURE G24/M – REFERENCED DOCUMENTS AND LEGISLATION

Refer to Clause 1.2.4 of this Specification.

TfNSW Specifications

TfNSW Q Quality Management System

Australian Standards

AS/NZS 4801 Occupational health and safety management systems – Specification with guidance for use

AS/NZS ISO 9000 Quality management systems – Fundamentals and vocabulary

AS/NZS ISO 45001 Occupational health and safety management systems – Requirements with guidance for use

NSW Government Publications

NSW Government Work Health & Safety management guidelines

SafeWork NSW Code of Practice

Construction Work
Safe Design of Structures

NSW Legislation

Work Health and Safety Act 2011
Work Health and Safety Regulation 2017
Heavy Vehicle National Law (NSW)