## SH&E Work Method Statement Concrete Cutting & Drilling

**Fast Cut Qld Pty Ltd**, 91 Basalt St, GEEBUNG QLD 4031 ph 07 3265 6537  
ABN: 45 081 359 613

<table>
<thead>
<tr>
<th>SH&amp;EWMS No.: F-C-QLD-01</th>
<th>Revision Date: 7 May 2013</th>
<th>Revision Due: May 2014</th>
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</table>

### Work Activity: Core Drilling  
**Brief Description of Work Activity:** Core Drilling as required

### Personnel responsible for monitoring this activity: Rex Scoles ph 0414 756 052

### Codes of Practice/Standards Consulted:

### Plant, PPE and Equipment required for this activity:
- Core Drill and Stand, Safety glasses, Hard hat, Hi Vis, steel capped boots, Long sleeves, hearing protection, dust masks.

### Details of Maintenance Checks Required for this activity:
- Plant Risk Assessment, Daily Pre-start Checklist, daily servicing by operator, scheduled servicing by mechanic. Electrical tool tested and tagged.

### Project / Site:

### Materials Used:

### MSDS Required:
- If poisoning occurs contact POISONS INFORMATION CENTRE on 13 11 26

### High Risk Construction Work:

### Personnel Qualifications Required for this activity:
- General safety induction, competency based assessment.

### Review and corrective actions:
- To be reviewed daily by personnel responsible for monitoring this activity, to be reviewed weekly with formal audit. Hazard report to be completed to address corrective action required. Minor: Complete incident form. Major: Complete incident form with an investigation.

### Specific training required for this activity:
- Site specific Induction, SH&EWMS moving plant, SH&EWMS Hazardous Substances.
### PART 1: Fast Cut Pty Ltd - Job Safety & Environmental Analysis/Safe Work Method Statement

- **Analysis by:** Roadtek Safety Management System
- **Fast Cut Pty Ltd ABN:** 45 081 359 613
- **Issue No.** Four
- **Copy No.** 1
- **Revision date:** 7 May 2013
- **Document No.** JSA-Fast Cut 001
- **Doc. Controller Approved:** Draft 4

### TASK: Using a Core Drill & Stand

#### Description of any Relevant Interfaces with Other Trades & Other Activities:

#### Description of any High Risk Construction Work (if applicable): Working on or adjacent to a road, Working with plant and equipment i.e. Core drill

### PART 2: JSEA/SWMS PROCEDURES

1. The JSEA/SWMS must be specific to the site environment and the particular work-crew, equipment and materials. It must identify plant and equipment to be used, hazardous materials, qualifications/licences of personnel, permits and authorisations required.
2. The JSEA/SWMS must comply with the Principal Contractors Safe Work Instructions, General Safety Instructions Booklet and environmental control plans. It must also comply with and specify relevant codes of Practice, legislation and contract requirements.
3. The workers and supervisors involved in carrying out the work activity must be consulted in identifying the safety and environmental hazards and determining the work methods.
4. Any significant changes to the work process or sequence or to the type of plant or materials used is to trigger a review of this JSEA/SWMS. The need to review/amend the JSEA/SWMS is to be assessed in the event of a LTI/MTI, Near Miss, Environmental Breach, or notice served by a regulatory authority.
5. Changes are not to be made to the Work Methods, Plant or Materials prescribed in this JSEA/SWMS without first consulting with the work team. Changes are to be documented, reviewed and approved. All workers are to be inducted into the changes and a record maintained.

### PART 3: CHECKLIST & SIGN OFF

**CHECKLIST** - In preparing and reviewing this JSEA/SWMS, the following considerations have been taken into account:

| Manufacturers/Suppliers Recommendations | Previous (similar work) injuries/incidents | Hazardous material safeguards | Engineering/Client approvals |
| Experience/competency/licensing of workers/operators/supervisors | Safety Alerts | Site Safety Plan | Environmental Management Plan |
| Workcover Codes/Guides | Plant/Equipment Suitability |

| Revision 1 | Date:07/05/2013 | Prepared: Sera Davidson | Reviewed: Rex Scoles | Approved: 07.05.2013 |
| Description of Changes: Re-Written |

| Revision 2 | Date: | Prepared: Sera Davidson Sign: | Reviewed: Rex Scoles Sign: | Approved: Rex Scoles Sign: |
PART 4: SAFETY AND ENVIRONMENTAL ANALYSIS & DETERMINATION OF WORK METHODS

Project / Site:

Principal Contractors Safe Work Method Instructions to be complied with: ALL

Requirements of Principal Contractors Safety Instructions Booklet to be complied with: ALL


Legislation to be complied with: WH&S Act of 2011, WH&S Regulation of 2011

Permits/Licences/Approvals required: Competent plant operator, Truck driver, Hot work Permit (if required)

PART 4A: SET UP FOR DRILLING

1. Contact Site Person before entry to work area
2. Drill for Locksen
3. Mount Drill Rig
4. Attach Drill and Barrel
5. Ensure Area Clear of Hazards

Summary of Assessed Hazards – Please complete

| Working at Height | Yes | Exposure to hazardous material | Yes | Human factors | Yes | Hot work | Yes |
| Confined space entry | No | Release of stored energy | Yes | Excavation & collapse | No | Heat stress | Yes |
| Manual handling | Yes | Slip, trips and falls | Yes | Underground services | Yes |
| Working with plant | Yes | Use of tools | Yes | Environmental considerations | Yes |

Task Description | Hazards | Likelihood x Consequence | Risk Score | Control Measures | Responsible Person | Likelihood x Consequence | New Risk Score
--- | --- | --- | --- | --- | --- | --- | ---
Step 1 Pre Start Checks | Daily Plan | | | Pre Start Check Tool Box Meeting Start-Change Cards carried out | Operator Supervisor | | |
<table>
<thead>
<tr>
<th>Step 1</th>
<th>Pre Start Checks</th>
<th>Fitness for Work</th>
<th>Vehicle on Site</th>
<th>All vehicles to be tested and approved for use on site. Diesel vehicles only to be used within tunnels</th>
<th>Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cuts, abrasions</td>
<td>P x S</td>
<td>2</td>
<td>Correct PPE long sleeves, trousers, safety glasses, hearing protection, nylon dipped with PU gloves &amp; dust mask if required, cap lamps / mono goggles</td>
<td>Operator</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Step 2</th>
<th>Load / unload stores/ equipment</th>
<th>Manual handling</th>
<th>P x S</th>
<th>2</th>
<th>Ensure loads are lifted / carried using the appropriate methods</th>
<th>Supervisor/ All</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cuts</td>
<td>P x S</td>
<td>2</td>
<td></td>
<td>Correct PPE to be worn long sleeves, long pants, steel cap boots, safety glasses and hard hat and nylon dipped with PU gloves</td>
<td>All</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Step 3</th>
<th>Drilling</th>
<th>Flying / Falling Object</th>
<th>L x MA</th>
<th>1</th>
<th>Barricade work area&lt;br&gt;Ensure drill bits are secured&lt;br&gt;Chuck key has been removed prior to starting, use of tool lanyards required. Spotter required.</th>
<th>Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Excess Noise – Hearing Loss</td>
<td>AC x MA</td>
<td>1</td>
<td>Wear Australian Standard Optime 5 Earmuffs protection. Require others to wear ear</td>
<td>Supervisor / Operator</td>
<td></td>
</tr>
</tbody>
</table>

- **Fitness for Work**
  - Attend Work in a fit state free from influence of illicit drugs and alcohol.
  - In right frame of mind
  - Report all prescription medication to supervisor
  - Drug Testing

- **Operator**
  - Cuts, abrasions
  - P x S
  - 2

- **Operator**
  - U x MI
  - 3

- **Cuts**
  - P x S
  - 2

- **Step 2**
  - Load / unload stores/ equipment
  - Manual handling
  - P x S
  - 2

- **Step 3**
  - Drilling
  - Flying / Falling Object
  - L x MA
  - 1

- **Step 3**
  - Drilling
  - Flying / Falling Object
  - L x MA
  - 1

- **Step 3**
  - Drilling
  - Flying / Falling Object
  - L x MA
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- **Step 3**
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  - Flying / Falling Object
  - L x MA
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  - Flying / Falling Object
  - L x MA
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  - Flying / Falling Object
  - L x MA
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- **Step 3**
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  - Flying / Falling Object
  - L x MA
  - 1

- **Step 3**
  - Drilling
  - Flying / Falling Object
  - L x MA
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- **Step 3**
  - Drilling
  - Flying / Falling Object
  - L x MA
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- **Step 3**
  - Drilling
  - Flying / Falling Object
  - L x MA
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- **Step 3**
  - Drilling
  - Flying / Falling Object
  - L x MA
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- **Step 3**
  - Drilling
  - Flying / Falling Object
  - L x MA
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- **Step 3**
  - Drilling
  - Flying / Falling Object
  - L x MA
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- **Step 3**
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  - L x MA
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- **Step 3**
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  - Flying / Falling Object
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- **Step 3**
  - Drilling
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  - L x MA
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- **Step 3**
  - Drilling
  - Flying / Falling Object
  - L x MA
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- **Step 3**
  - Drilling
  - Flying / Falling Object
  - L x MA
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- **Step 3**
  - Drilling
  - Flying / Falling Object
  - L x MA
  - 1

- **Step 3**
  - Drilling
  - Flying / Falling Object
  - L x MA
  - 1
<table>
<thead>
<tr>
<th>Step 3 Drilling cont</th>
<th>Dust Particles/Slurry splashing – eyes</th>
<th>L x MA</th>
<th>1</th>
<th>All personnel in area to wear safety glasses and dust masks. Excessive dust requires monogoggles or Face shield. Sweep up dust as soon as practical and dispose of in waste bin. Dampen down if require. Plenty of water or coolant is used and that the coolant/water is suppressing dust at the point of generation (airborne dust is a health hazard)</th>
<th>Operator</th>
<th>U x MI</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental risk – Slurry</td>
<td>L x MA</td>
<td>1</td>
<td>Dam storm water and pick up with wetvac or CCS EPU. Slurry taken off site to approved dumping site.</td>
<td>Supervisor / Operator</td>
<td>U x MI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skin Irritation</td>
<td>P x S</td>
<td>2</td>
<td>Use correct PPE, long sleeves, trousers, gloves</td>
<td>Operator</td>
<td>R x MI</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Cutting of services</td>
<td>L x CA</td>
<td>1</td>
<td>Make sure client has located all services, especially electricity and has signed work form for service locations before cutting</td>
<td>Supervisor / Operator</td>
<td>U x MO</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Fumes</td>
<td>P x MA</td>
<td>2</td>
<td>Use Generator in well ventilated area or use mains power. Supply extra ventilation (extractor fans/blower fans). Run extra power leads to remove generator from area,</td>
<td>Supervisor / Operator</td>
<td>R x MI</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
max 25m. Contact office if any doubt about ventilation.

**Step 3 Drilling Walls**

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Likelihood</th>
<th>Max.</th>
<th>Control Measures</th>
<th>Responsible</th>
<th>Risk</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall injury</td>
<td>Fall</td>
<td>L x MA</td>
<td>1</td>
<td>Scaffold to be erected by qualified competent person, certification from registered training organization required. Received training in working at heights if over 2m Rescue procedure required if over 2m</td>
<td>Supervisor</td>
<td>U x MI</td>
<td>3</td>
</tr>
<tr>
<td>Falling object injury</td>
<td>Fall</td>
<td>L x MA</td>
<td>1</td>
<td>Barricades &amp; warning signs to be in position prior to cutting Personnel not to walk / work under cutting area, wear hard hat if working near All staff to keep a look out, spotter required. Site approved PPE as per JSEA</td>
<td>Supervisor / All Staff</td>
<td>R x MI</td>
<td>3</td>
</tr>
</tbody>
</table>

**Step 3 Drilling Floors**

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<tr>
<th>Step</th>
<th>Task</th>
<th>Likelihood</th>
<th>Max.</th>
<th>Control Measures</th>
<th>Responsible</th>
<th>Risk</th>
<th>Action</th>
</tr>
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<tbody>
<tr>
<td>Falling Object injury</td>
<td>Fall</td>
<td>L x MA</td>
<td>1</td>
<td>Barricades &amp; warning signs to be in position prior to cutting Personnel not to walk / work under cutting area, wear hard hat if working near All staff to keep a look out, spotter required. Site approved PPE as per JSEA</td>
<td>Supervisor / All Staff</td>
<td>R x MI</td>
<td>3</td>
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</tbody>
</table>

| Slips, trips | | P x S | 2 | Clean site area as required | Supervisor | R x MI | 3 |
| Equipment damage | | L x S | 2 | Ensure equipment is correctly secured prior to leaving | Driver | R X MI | 3 |

**Step 4 Exiting Site**

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Likelihood</th>
<th>Max.</th>
<th>Control Measures</th>
<th>Responsible</th>
<th>Risk</th>
<th>Action</th>
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<tbody>
<tr>
<td>Manual Handling, clean up</td>
<td></td>
<td>P x S</td>
<td>2</td>
<td>Ensure area is safe and free of debris</td>
<td>Driver</td>
<td>R X MI</td>
<td>3</td>
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</table>
The qualitative risk analysis matrix has been taken from AS/NZS 4360:1999 Risk Management Standard. This matrix is used to arrive at the “Level of Risk” score throughout the risk analysis and is presented here for reference.

PART 5: SUPERVISORS SIGN-OFF

I understand and will comply with the requirements of this JSEA/SWMS. I will monitor the implementation of this JSEA/SWMS, and take action in the event of any non-compliance. I will consult with the work crew and amend this JSEA/SWMS as necessary in the event of any changes to the work method, equipment, sequence, materials or the like and in the event of any safety or environmental breaches, incidents or near misses.

<table>
<thead>
<tr>
<th>Supervisor 1: Name: Rex Scoles</th>
<th>Signature:</th>
<th>Date:</th>
<th>Supervisor 2 Name: As applicable</th>
<th>Signature:</th>
<th>Date:</th>
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</table>

PART 6: JSEA/SWMS RECORD OF CONSULTATION AND INDUCTION INTO WORK METHODS

I, the worker have been consulted, acknowledge and understand the requirements of this JSEA/SWMS.

NOTE: DO NOT SIGN THIS RECORD IF YOU DO NOT UNDERSTAND THE SAFE WORK METHODS PRESCRIBED
ASK THE SUPERVISOR TO EXPLAIN

<table>
<thead>
<tr>
<th>Ref #</th>
<th>Last Name</th>
<th>First Name</th>
<th>Job Description (Trade Classification)</th>
<th>Employed By</th>
<th>JSEA/SWMS Rev#</th>
<th>Signature</th>
<th>Date of Induction</th>
<th>Induction Verified by:</th>
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</tbody>
</table>
INSTRUCTIONS - RISK ASSESSMENT BY HAZARD

NB. Use the following tables to determine the risk class for each activity step.

<table>
<thead>
<tr>
<th>RISK CLASS OR RATING (R)</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Risk</td>
</tr>
<tr>
<td>Medium Risk</td>
</tr>
<tr>
<td>Low Risk</td>
</tr>
</tbody>
</table>

RISK ASSESSMENT TABLE

<table>
<thead>
<tr>
<th>Likelihood (L)</th>
<th>Consequence (C)</th>
<th>Likelihood (L)</th>
<th>Consequence (C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain</td>
<td>Expected To Occur In Most Circumstances</td>
<td>Likely</td>
<td>Probably Occur In Most Circumstances</td>
</tr>
<tr>
<td>(AC)</td>
<td></td>
<td>(L)</td>
<td></td>
</tr>
<tr>
<td>Possible</td>
<td>Major</td>
<td>Unlikely</td>
<td>Medical Treatment</td>
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<td>(P)</td>
<td></td>
<td>(U)</td>
<td></td>
</tr>
<tr>
<td>Rare</td>
<td>Significant</td>
<td>Rare</td>
<td>First Aid Treatment</td>
</tr>
<tr>
<td>(R)</td>
<td></td>
<td>(R)</td>
<td></td>
</tr>
</tbody>
</table>

Multiply Consequence Score by Likelihood Score to determine Risk Rating Score.

RISK MATRIX

<table>
<thead>
<tr>
<th>Likelihood (L)</th>
<th>Consequence (C)</th>
<th>Likelihood (L)</th>
<th>Consequence (C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain</td>
<td>(AC)</td>
<td>Likely</td>
<td>(L)</td>
</tr>
<tr>
<td>Likely</td>
<td>(L)</td>
<td>Possible</td>
<td>(P)</td>
</tr>
<tr>
<td>Unlikely</td>
<td>(U)</td>
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<tr>
<td>Significant</td>
<td>(S)</td>
<td>Moderate</td>
<td>(MO)</td>
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<tr>
<td>Minor</td>
<td>(MI)</td>
<td></td>
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</tbody>
</table>

Hierarchy of Control

Elimination. Modify the process method or material to eliminate the hazard completely.
Substitution. Replace the material, substance or process with a less hazardous one.
Redesign/Engineering Controls Redesign or modify the plant or process to reduce or eliminate the risk.
Isolate. Separate the hazard from the person by safeguarding or by space or time.
Administration. Adjust the exposure time or conditions or process by training, procedure, signs etc.
PPE. Use appropriately designed and properly fitted equipment where other controls are not practicable or are accepted.

Core Drill & Stand 07.05.2013  Version 4  Created on 7 May 2013  Review Date 7 May 2014  Page 8 of 9
## PART 7: JSEA/SWMS SUMMARY REPORT

### JSEA/SWMS CHECKLIST

<table>
<thead>
<tr>
<th>ITEM</th>
<th>CHECKLIST CRITERIA</th>
<th>COMPLIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Does the JSEA/SWMS set out step-by-step all of the activities?</td>
<td>Y/N</td>
</tr>
<tr>
<td>02</td>
<td>Does the JSEA/SWMS describe how each activity will be carried out?</td>
<td>Y/N</td>
</tr>
<tr>
<td>03</td>
<td>Does the JSEA/SWMS consider the environment within which the activities are to be undertaken including interfaces with other trades?</td>
<td>Y/N</td>
</tr>
<tr>
<td>04</td>
<td>Does the JSEA/SWMS identify safety, health and environmental hazards that will/may arise at each stage of the work?</td>
<td>Y/N</td>
</tr>
<tr>
<td>05</td>
<td>Does the JSEA/SWMS clearly document control measures to be put in place for each hazard that is identified?</td>
<td>Y/N</td>
</tr>
<tr>
<td>06</td>
<td>Does the JSEA/SWMS describe all plant and equipment that will be used?</td>
<td>Y/N</td>
</tr>
<tr>
<td>07</td>
<td>Does the JSEA/SWMS identify relevant Standards and Codes of Practice that must be complied with?</td>
<td>Y/N</td>
</tr>
<tr>
<td>08</td>
<td>Does the JSEA/SWMS identify any pre-start and in –process certifications/authorisations/permits?</td>
<td>Y/N</td>
</tr>
<tr>
<td>09</td>
<td>Does the JSEA/SWMS specify licensing and qualifications required for personnel (including specific qualifications for specific roles/tasks)?</td>
<td>Y/N</td>
</tr>
<tr>
<td>10</td>
<td>Does the JSEA/SWMS specify training and/or trialling required to enable the work to be done safely?</td>
<td>Y/N</td>
</tr>
</tbody>
</table>

Employee Undertaking Work:

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
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Reviewed By:

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
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</table>

Signed by the Management Representative of Fast Cut QLD Pty Ltd

### PRINCIPAL CONTRACTORS COMMENTS:

- JSEA/SWMS has been reviewed with no comments
- JSEA/SWMS has been reviewed with issues raised with Fast Cut Qld:

Summary of details of issues/comments/rectifications required:

Reviewed by Principal Contractor:

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
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</table>

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