

## Occupational Exposures | Mirvac Minimum Requirements

### 1. Purpose & Scope

The purpose of this document is to outline the approach to eliminate or minimise the risk of exposure to hazards which pose a risk of harm to human health, so far as is reasonably practicable.

This document applies to all workplaces under the management or control of a Mirvac entity.

### 2. Minimum Requirements

Mirvac personnel and Service Providers must have processes in place to ensure compliance with:

- the Critical Controls (refer Section 3);
- relevant Forms (refer Section 4);
- all relevant Legislation, Codes of Practice and Standards (refer Section 7); and
- product guidelines for installation, use or maintenance from the Original Equipment Manufacturer.

### 3. Critical Controls

- **Acquisition:** Prior to acquiring an asset, retained hazardous chemicals/substances and hazardous materials on site must be identified and the need for their use assessed in managing or developing the asset.
- **Hazard Identification:** All chemical, physical and biological health hazards and occupational exposures, for example hazardous chemicals/substances, dangerous goods, radiation, noise, vibration, UV, thermal stress etc. assessed as a risk must be identified, risk assessed and be entered in the Risk and Opportunity Register, with controls to be implemented identified. Workplaces must have in place a process to assess exposures to health hazards, verify exposure and identify the required controls (in compliance with relevant legislation, codes, standards and health guidelines).
- **Risk Assessment:** When considering controls for the use of any substance including a chemical, fuel or other identified hazardous substance or dangerous good, the hierarchy of controls must be used to provide guidance, with consideration always given to elimination, substitution, isolation etc. in that order (refer examples in the Hierarchy of Controls Triangles in Section 9).

The R&O Register provides a list of all known occupational exposures anticipated at Mirvac Workplaces. This list will be updated by the document owner where new exposures are identified. During the Workplace (site) establishment process potential health exposures relevant to the works being undertaken at the workplace, must be listed in the R&O Register. Workplaces must have a process in place, to assess the potential occupational exposures using the Qualitative Health Risk Assessment tab in the R&O Register. Once work begins, that creates the potential to expose workers to occupational exposures, the assessment should be revisited to ensure it is still reflective of the risk. Where ratings of high or extreme are identified by the qualitative risk assessment exposure monitoring conducted by an appropriately trained person should be arranged (refer Section:6).

Mirvac personnel assessing workplace health exposures must have undertaken the Occupational Exposures Training Course. Where the exposure monitoring identifies an exposure more than 50% of the Occupational Exposure Standard (OES), additional controls must be implemented, and the effectiveness of reducing the exposure to levels detailed in the Standard, verified with additional monitoring.

- **Safety Data Sheets:** If the Safety Data Sheet (SDS) identifies the product as hazardous, a risk assessment must be undertaken by completing the [Products and Hazardous Chemicals or Substances Risk Assessment](#) or equivalent, such as risk assessment through ChemaAlert. All SDSs must be centrally located to enable timely access to first aid treatment information, e.g. at a first aid facility or other centralised location, on the HammerTech online HSEMS or at the storage area. The issue date

of SDS must not exceed 5 years. A current SDS shall be available for any hazardous chemical or dangerous good stored and handled at the premises:

- SDS must be available prior to when the chemical is first supplied or used on site,
- If the SDS is not available, the delivery must be rejected,
- SDSs have a 5-year expiry from the date produced,
- The SDS must be readily accessible to all persons working on the premises, emergency services workers, and medical practitioners,
- The SDS sheet should be provided by the supplier of the chemical. If it is not, it can be obtained from ChemaAlert,
- Retain all licenses, permits, and approvals on site as required by the statutory obligations, for each type of hazardous material,
- Record controls detailed in the SDS in the Safe Work Method Statement (SWMS) relating to the activity that involves the use of the chemical,
- All persons using or supervising the use of hazardous substances must be trained in the requirements of the relevant MSDS,
- The SDS must be readily available to where the chemical is used and stored

Mirvac subscribes to ChemaAlert to provide accurate SDSs.

- **Mirvac Supplied Chemicals/Substances:** All hazardous chemicals/substances and dangerous goods stored, or in use at Mirvac workplaces, must be registered by the Workplace Manager or Nominated Mirvac Representative on the [Products and Hazardous Chemicals or Substances Register](#) or equivalent (e.g. HammerTech or ChemaAlert).

**Service Provider Supplied Chemicals/Substances:** Workplaces must have a process in place to assess the risk of hazardous chemicals/substances and dangerous goods proposed to be used at any Mirvac site. The process must include an assessment of the need to use the chemical/substance/dangerous good, as well as the required risk assessment and Safety Data Sheet.

- **Storage:** Hazardous chemicals/substances, dangerous goods and hazardous materials (e.g. fuels, oils, chemicals, solvents, pesticides and fertilizers) quantities must be minimised as low as practicable and stored in accordance with requirements in legislation, codes and Standards. The store must have a concrete sealed or equivalent impervious floor with bunding with 110% capacity of the largest container to be stored. Hazardous chemicals/substances and dangerous goods storage locations must be positioned away from high traffic areas, pedestrian zones and environmentally sensitive areas such as waterways or natural habitats.

Storage of dangerous goods that 'exceed' the amounts outlined in the Dangerous Goods Storage Guidelines [Poster] require the workplace to be licensed under dangerous goods legislation and associated regulations. Maximum volumes of Dangerous Goods must not exceed those quantities outlined in this guideline. All persons handling or storing hazardous chemicals/substances must undertake Occupational Exposures Training (Mirvac Internal).

Note: Mirvac sites are not permitted to hold quantities above legislated placarded quantities.

- **Exposure Monitoring:** Personnel engaged to conduct exposure monitoring must hold a University Occupational Hygiene Qualification and experience specific to monitoring of the identified hazard.
- **Risk Control Verification** - Construction activity has the potential to create exposures which pose a risk to human health and must be considered through risk assessment. Where identified as a risk and confirmed through exposure monitoring, controls recommended by the Occupational Hygienist and listed in the R&O Register, must be implemented.

- **Incidents:** All operations with hazardous chemicals/substances and dangerous goods storage must have appropriate spill kit materials and firefighting equipment and Safety Data Sheets (SDS) readily available and first aid professionals who have undertaken the Occupational Exposures Training Course available.

Response mechanisms must be in place should an occupational health exposure event occur.

- Emergency response and first aid requirements must be detailed in the Workplace Emergency Response Plan and the Emergency Control Organisation trained in the performance requirements of this Plan.
- Appropriate facilities must be in place for washing and decontamination where such risks apply.
- Contingency plans must be in place should an occupational health exposure event occur.

#### 4. Mirvac Forms

**Checklists and Permits are to be completed and then authorised by Mirvac representative prior to work**

[Community Contact Notification](#)

[Products and Hazardous Chemicals or Substances Register](#)

[Hazardous Chemicals or Substances Risk Assessment](#)

Safety Data Sheets are available from the Mirvac Intranet: [Chem Alert](#)

Dangerous Goods Storage Guidelines [Poster]

#### 5. Roles and Responsibilities

The Mirvac Workplace Manager of each workplace, over which Mirvac has control, is responsible to ensure workers at the site are aware of and adhere to the performance requirements of this document and responsible to ensure workers are equipped with adequate tools, training, competency and licensing to undertake the work.

## 6. Training and Competency

Minimum Training Requirements for Work at Height Using a Fall Arrest / Restraint System	
Activity	Required Training
Workers that handle, store or use hazardous chemicals/substances or dangerous goods	Occupational Exposures Training (Mirvac Internal)
Personnel identifying Workplace occupational exposures and conducting the qualitative risk assessment in the R&O Register (HSE Lead and Workplace Manager)	Occupational Exposures Training (Mirvac Internal)
Workers likely to be exposed to any Occupational Exposure (Biological, chemical or Physical)	Occupational Exposures Training (Mirvac Internal)
Persons conducting quantitative occupational exposure monitoring	Degree qualification in Occupational Hygiene or Doctor of Medicine with a specialty in Occupational Medicine

## 7. Relevant Legislation, Codes of Practice and Standards

Document Title
NSW: Work Health and Safety Act 2011 (NSW) Work Health and Safety Regulation 2017 (NSW) (including Chapter 7 Hazardous Chemicals, and Schedules 7 – 14 inclusive)
Vic: Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) (including Chapter 4 Hazardous Substances and Materials and schedules 6 – 11 inclusive)
Qld: Work Health and Safety Act 2011 (Qld) Work Health and Safety Regulation 2011 (Qld) (including Chapter 7 Hazardous Chemicals, and Schedules 7 – 14 inclusive)
ACT: Work Health and Safety Act 2011 (ACT) Work Health and Safety Regulation 2011 (ACT) (including Chapter 7 Hazardous Chemicals, and Schedules 7 – 14 inclusive)
WA: Occupational Safety and Health Act 1984 (WA) Occupational Safety and Health Regulations 1996 (WA) Part 5 Hazardous Substances
Note that additional specific legislation concerning dangerous substances or goods also applies in most states
Safe Work Australia - NOHSC: Approved Criteria for Classifying Hazardous Substances - [NOHSC:1008]
Safe Work Australia - NOHSC: National Code of Practice for the Labelling of Workplace Substances - [NOHSC: 2012].
Safe Work Australia - National Standard - Storage and Handling of Workplace Dangerous Goods - [NOHSC: 1015]
Safe Work Australia - Guidance Note - Placarding Stores for Dangerous Goods & Specified Hazardous Substances - [NOSH:3009]
Safe Work Australia - National Model Regulation for the Control of Workplace Hazardous Substances - [NOHSC:1005]
Safe Work Australia - National Code of Practice for the Control of Workplace Hazardous Substances - [NOHSC:2007]
Safe Work Australia – National Code of Practice for the Control of Scheduled Carcinogenic Substances - [NOHSC:2014]
Safe Work Australia – National Code of Practice for the Safe Use of Synthetic Mineral Fibres NOHSC:2006(1990)]
Safe Work Australia –
Safe Work Australia - National Standard for Synthetic Mineral Fibres [NOHSC:1004]
Safe Work Australia - Managing the Work Environment and Facilities: Code of Practice

Safe Work Australia - Managing risks of hazardous chemicals in the workplace: Code of Practice
Safe Work Australia – Managing Noise and Preventing Hearing Loss at Work: Code of Practice
Safe Work Australia – Labelling of Workplace Hazardous Chemicals: Code of Practice
Safe Work NSW - Labelling of workplace hazardous chemicals: Code of Practice
Safe Work NSW - Managing the Work Environment and Facilities - Code of Practice
Safe Work NSW - Managing Noise and Preventing Hearing Loss at Work: Code of Practice
Safe Work NSW - Managing risks of hazardous chemicals in the workplace: Code of Practice
Safe Work NSW - Spray painting and powder coating: Code of Practice
Safe Work NSW - Welding processes: Code of Practice
Work Safe QLD - Labelling of workplace hazardous chemicals: Code of Practice
Work Safe QLD - Managing risks of hazardous chemicals in the workplace: Code of Practice
Work Safe QLD - Managing noise and preventing hearing loss at work: Code of Practice
Work Safe QLD - Spray painting and powder coating: Code of Practice
Work Safe QLD - Welding processes: Code of Practice
Work Safe Vic – Hazardous Substances: Code of Practice
Work Safe Vic – Noise: Compliance Code
Work Safe WA - Prevention and control of Legionnaires' disease: Code of Practice
Work Safe WA – Spray Painting: Code of practice
Work Safe WA – Styrene: Code of practice
WorkSafe ACT - Work Health and Safety (Labelling of Workplace Hazardous Chemicals: Code of Practice) Approval
WorkSafe ACT - Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work): Code of Practice
WorkSafe ACT - Work Health and Safety (Managing risks of hazardous chemicals in the workplace): Code of Practice Approval
AS 4332: <i>Storage and Handling of Gases in Cylinders</i>
AS 1319: <i>Safety signs for the occupational environment</i>
AS 4964: <i>Method for the qualitative identification of asbestos in bulk samples</i>

## 8. Additional Information

[Asbestos Management MMR](#)  
[Emergency Response Plan](#)  
[Emergency Response Plan - \(Construction\) Template](#)

## 9. Hierarchy of Controls Triangle – Occupational Exposures

