

Preparation & Prevention

Week 3



Finish the Year Safe

This time of year, is historically high-risk.

Distractions, fatigue, and holiday excitement can take your mind off the task, reducing awareness and putting you and your team at risk.

As you plan the week ahead, ask yourself:

- Does this task need to be completed before the break?
- Can it wait until the new year?
- Are we putting our people at unnecessary risk?

Let's finish the year like the Bondi lifeguards: *Focused. Alert. Ready to respond.* So, everyone gets home safe for the holidays.

Preparation & Prevention

Just like lifeguards secure their equipment at the end of the day, our crews must carefully prepare and protect our sites before the shutdown break.

Key practices:

- Inspect and secure all plant, equipment, and materials to prevent damage or unauthorised access
- Clear waste and debris, and ensure environmental controls are in place and are effective
- Review and complete the site Shutdown Checklist in Soteria before finishing up
- Communicate key shutdown details with your team and supervisors — everyone should know what's been completed and what remains to be done

Why it matters:

Proper preparation prevents incidents, damage, and costly delays over the break. A well-planned shutdown keeps our people, the public, and the environment safe and ensures a smooth restart in the new year.



Preparing For the Holiday Period

Site Security & Public Safety

Why it matters:

Sites that are not adequately secured can pose significant risks to the public, including:

- Falls from partially built structures or scaffolding
- Exposure to live electrical power
- Open excavations
- Building waste or loose rubble

Control measures include:

- Secure access points with locks or mechanical barriers
- Brace or anchor boundary fencing to withstand weather events
- Block gaps under fences and gates (less than 120 mm)
- Turn off and secure the main electrical switchboard
- Brace or secure partially built walls, roofs, or other structures
- Remove or secure loose materials such as roofing sheets that could become airborne in strong winds
- Backfill or cover open excavations
- Remove unwanted materials and construction waste



Preparing For the Holiday Period

Shutdown Prompt List

Site shutdown planning should now be well underway.

All teams must ensure the detailed Shutdown Checklist is being used to confirm requirements are met prior to shutdown.

Key actions:

- Complete all Shutdown Checklists
- Enter into Soteria by COB Friday 19th December 2025
- Contact the Safety and Environmental Teams if you require assistance or clarification



Soteria

Inspection Results

INSPECTION CHECKLIST

Shutdown Prompt List

Shutdown Prompt List

Section 1 Resource Arrangements

Work through the prompt list and add action information against relevant Shutdown items to create your Shutdown Action Plan. You can also add additional action requirements specific to your Workplace

- 1 Are there adequately trained personnel and resources available during the break to manage an incident? (e.g. first aid, emergency response and crisis management).
- 2 Are work crews required to inspect and/or maintain the site over the break (e.g. traffic management, monitoring security, environmental controls such as running pumps, inspecting and maintaining fencing etc.)?
- 3 What supervision is required for works being conducted?
- 4 If you have security passes, ensure that these are not expired for all employees requiring to access site.
- 5 Has there been a check to ensure people's contact details are up to date?
- 6 Do nominated employees need access to secure locations (e.g. store)?
- 7 Is there adequate stock/material to support any works during break (e.g. PPE, barricading, fencing, signage, fuel etc.).
- 8 Are security guards required to monitor site? If so, have contact details been exchanged and guards made familiar with site? Note: need to make sure Security Guards have access to toilets and first aid rooms.



Holiday Hazards



BODYCARE
WORKPLACE SOLUTIONS

| **healthworks**

Skin Checks

Two in three Australians will be diagnosed with skin cancer by the age of 70. Skin cancer counts for 50 per cent of all cancers in Australia. Outdoor workers have a particularly high risk of skin cancer however; indoor workers also have a high risk of melanoma because they spend most of the week inside but are exposed to short bursts of intense sunlight on weekends and holidays

Clinics will be offered at Redfern, Wollongong, Malabar, Calderwood, Yallah & Homebush in January and February 2026

What's Included?

This confidential 15-minute skin check includes an examination of the body areas which typically receive the highest UV exposure: the face, ears, neck, hands and forearms. You will also have the opportunity to elect one other area of concern if you wish.

Scan the QR code to book



Stay Safe On the Road

Plan Ahead to Avoid a Wipeout

- Schedule rest stops every 2 hours.
- Share the drive if you can.
- Plan your journey and avoid rushing.
- Never mix drinking with driving or operating machinery.
- Put the phone away, no text or scroll is worth the risk.
- If tired, stop and rest, microsleeps can happen in seconds.

At 60 km/h, looking at your phone for just 2 seconds means you travel 33 metres with your eyes off the road.



Safety **never**
takes a holiday

transport.nsw.gov.au/roadsafety



Don't Get Dumped

Alcohol is one of the most widely used substances in Australia and while it's often part of social events, regular or excessive drinking can have significant impacts on both physical and mental health.

Tips for a Healthier Approach

Set Limits

- Know how much you plan to drink and stick to it
- Be careful getting into “shouts” with friends – you can end up drinking more than planned
- Always have a “Plan B”

Hydrate Regularly

- Have a large glass of water before you start – we often drink the first drink quickly because of thirst.
- Alternate alcoholic drinks with water or non-alcoholic options.
- If drinking spirits opt for a tall glass

Rest and Recover

- Aim for 4 alcohol free days per week – save it for the weekend.
- Give your body time to process alcohol.

NUMBER OF STANDARD DRINKS

SPIRITS & PRE-MIXED SPIRITS



BEER



WINE (inc. champagne)



CIDER



Keep Your 'Cool' This Christmas

Keep Expectations Real

- No one has the “perfect Christmas”
- Don't overcommit time, money, or energy.
- If plans don't go perfectly, that's okay.
- Focus on connection, not perfection.

Handling Family & Conversations

- Tough chats? Take a breath.
- Choose when and where to talk, not everything needs to be solved at lunch.
- Listen first, respond later.
- Walking away for a breather is better than saying something you'll regret.

Look After You

- Give yourself a break. Get some sun (safely!), move your body, or spend time doing something that resets you.
- Stay hydrated and go easy on alcohol, your mates and family will thank you.
- If things feel heavy, talk to someone, a friend, colleague, or support line.

Look Out For Your Mates

Check in, don't check out. A quick chat can make a big difference



Spot Someone Struggling

Check in if a mate looks tired or stressed.



Throw a Float, Not Yourself

Know when to escalate issues to a supervisor, EAP or support service.



Stay on Patrol

Stay present and alert, even when keen for the break.

D4C EAP Apps



Download now from Self Service on your D4C Phone

- Real-time availability: Book appointments with coaches and counsellors in just a few taps.
- Live chat: Communicate with our support team or a counsellor directly through the app.
- Easy call: Contact our support team at the tap of a button.
- Personalised insights: Access tailored health and wellbeing recommendations and tips.
- Mood check-ins: Monitor your mood and receive additional support when needed.

Service Stream
Converge International



- Request an appointment: Submit for a callback
- Resources for Supervisors: Fact sheets, webinars, guides for helping employees
- Webinars: Covering a variety of wellbeing topics
- Peer support interaction
- Crisis contacts

John Holland
Gryphon Psychology



- Live chat: Communicate with an Assure clinician 24/7
- Request an appointment: Select a time that's convenient for you
- Wellbeing Check Tool
- Wellbeing Library: Covering topics such as relationships, health, emotional issues, work life, parenting and money matters

WSP
Wellbeing Gateway





Environment & Quality

Environment

In prep for the site shutdown, reach out to your environment team. We're here to help!

Take early action to address site control integrity and maintenance in the lead up to the shutdown.

Reminder: Use your Site Environmental Plan as a guide!



Soteria

Section 9 Environmental Contacts	
Section 10 General Site and Environmental Management	
81	Centralise all plant and equipment that will be kept over the break (to assist with security). Move plant to high ground if site is in flood zone.
82	Tie down all containers and tanks in preparedness for cyclones/storms
83	Secure all portable water tanks
84	Clean and secure the site compound to prevent loose material / debris potentially airborne
85	Accidental capture of wildlife
86	Movement of rubbish and other contaminants
87	Unlawful operation of plant and equipment
88	Vandalism
89	Collect and empty all waste bins (prevent accidental litter and attraction of vermin)
90	Noise control / barriers in place
Section 11 Soil and Water Management	
91	Is the site adequately prepared for a rain fall/storm event?
92	Have all drainage points been identified and assessed for protection requirements?
93	Is clean water appropriately diverted away from site?
94	Are exposed surfaces compacted and/or stabilised (grass seeded, geofabric, enviro blanket)?
95	If you have temporary haul/internal roads, are all appropriate controls in place to prevent dust or erosion issues?
96	Are all access ramps / points / rumble grids been locked down with ERSED controls to prevent dirty water washing offsite?
97	If you have local roads, are local roads clean and free from spoil (use a street sweeper if necessary to clean)?
If you have earth / spoil stockpiles, are all stockpiles protected and stable? Consider	
98	Positioned away from waterways out of flood zone
99	Having diversion bunds on upstream side
100	Having adequate controls on downstream side

Quality

As we carve our way toward the end of the year, it's only fitting that we apply the same care to our Christmas turkey as we do to our projects — with a proper inspection and test plan!

Remember: Quality isn't just about ticking boxes — it's about serving something everyone's proud to share.

Here's to a well-roasted year and an even juicier one ahead!

ROAST TURKEY									
INSPECTION & TEST PLAN No	ITP-XMAS-TURK-001	CONTRACTOR / SERVICE PROVIDER	Delivering 4 Drumsticks		CONTRACT No.	-			
SWC PROJECT No.	-	ASSET/ SITE NUMBER & NAME	Kitchen		PROJECT MANAGER	Gordon Ramsay			
PROJECT TITLE	Christmas Day Lunch				WORKLOT	"01"			
Activity ID	ACTIVITY/STEP	ACCEPTANCE CRITERIA	REFERENCE	VERIFICATION DOCUMENT	FREQUENCY	Inspection (Initial & Date)			REMARKS
						-	Chef	Family	
1.0 PRELIMINARIES									
1.1	Ingredients	<ul style="list-style-type: none">Bird, vegetables, herbs, spices etc. shall be inspected for freshness and pleasant aromaTurkey shall weigh no less than 0.5kg per diner, and leftovers	Gordon Ramsay's Ultimate Home Cooking pg. 96 "Ingredients"	Visual and nasal inspection	Per ingredient	-	H	-	
1.2	Measurement	<ul style="list-style-type: none">Calibrated measurement apparatus to be capable of assessing weight and volume	Gordon Ramsay's Ultimate Home Cooking pg. 97 "Preparation"	Kmart	As required	-	W	-	
2.0 ROASTING									
2.1	Oven	<ul style="list-style-type: none">Oven to be pre-heated to 180°C and bird to be cooked per manufacturer's instructions	Gordon Ramsay's Ultimate Home Cooking pg. 98 "Cooking"	-	-	-	S	-	
2.2	Basting	<ul style="list-style-type: none">Basting with approved herb butter mix design	Gordon Ramsay's Ultimate Home Cooking pg. 98 "Cooking"	-	Every 15 minutes	-	S	-	
3.0 COMPLETION									
3.1	Dining	<ul style="list-style-type: none">All diners demonstrate satisfaction through comments of "Ughhh I'm so full" etc.Dishes done no later than 26th	-	Photos	Per Christmas	-	W	R	

**What do we need to
check as we prepare for
the shutdown?**